Health Care Professional II (3449)

**Basic Purpose/Job Function:** Develops, implements and administers patient management and health programs.

**Examples of Titles Replaced:** Coordinator, Nutrition Programs; Manager, Clinical Laboratory; Mental Health Counselor; Physician’s Assistant II.

**Typical Functions May Include:**

1. Educating students, staff and/or faculty through program development relevant to nutrition and wellness issues
2. Planning content and format for assigned program(s)/procedures, monitoring logistics, course design, program content and methodologies of nutritional/physical courses, courses of action, conferences and programs
3. Acting as consultant to students, staff and/or faculty regarding food analysis, medical nutrition, physical therapy, or special dietary needs
4. Coordinating work of student employees, interns and other personnel assigned to support assigned program(s)
5. Attending professional meetings, seminars, classes, and/or conferences as required to maintain certification and to keep informed of changes and updates in this field
6. Conducting examinations as needed
7. Meeting with clients to discuss relevant health problems or physical symptoms
8. Notifying the State Health Department as required
9. Performing quality control and preventive maintenance as needed
10. Maintaining files and records
11. Performing additional testing or other procedures as required
12. May mentor and serve as clinical supervisor for students studying nutrition and other health careers
13. May establish diagnosis under the supervision of a physician and provide treatment for illnesses and injuries
14. May maintain a limited inventory, requisitioning supplies as needed from vendors
15. May take body materials such as urine, blood, pus, and tissue as required
16. May make quantitative and qualitative chemical and serological analyses of specimens
17. May cultivate, isolate, and identify pathogenic bacteria, parasites, and other micro-organisms
18. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as a lead employee or supervise a small staff of student, clerical staff and/or other medical staff.

**Supervision Received:** Receives general to limited supervision from designated supervisor. Normally a higher level health care professional.
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Minimum Qualifications:

**Education**: Bachelor's Degree  
**Type**: As determined by discipline

**Experience**: 18 - 36 months  
**Type**: Determined by department

- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills. This position may also include the knowledge of one or more foreign languages or specialized terminology (e.g., medical or technical).

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies in a diverse community

- **Licenses**: Licensed Dietician, if applicable.

- **Certifications**: May require certification as a Medical Technologist by the American Society of Clinical Pathologists; registration as a Certified Dietician in Oklahoma by the American Dietetic Association; certification as a Medical Laboratory Technician (MLT).

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.