Health Services Assistant III (0778)

Basic Purpose/Job Function: Performs routine nursing and/or lab duties in the care of patients.

Examples of Titles Replaced: Licensed Practical Nurse; Medical Lab Technician

Typical Functions May Include:
1. Prepares patient for examination, ensures chart is available
2. Takes and records vital signs and patient history
3. Assesses patient for priority care
4. Administers specified, ordered medication, notes time and amount on patient chart
5. Conducts testing as ordered
6. Assists in scheduling referral appointments and patient education
7. Performs routine phlebotomy and obtains other specimens from patient and processes
8. Performs and reports results of lab procedures
9. Operates and assists with maintenance of lab equipment
10. Performs and records quality control according to established procedures
11. Assists with clerical functions
12. Assists in conducting in-service training
13. Performs other related duties as assigned

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

Supervision of Others: May serve as lead employee and/or train new personnel

Supervision Received: Receives limited supervision; determines action to be taken handling all but unusual cases.

Minimum Qualifications:

- **Education**: High School diploma or GED, some Vo-Tech
- **Experience**: 12 – 24 months  **Type**: Health/Medical
- **Skills**: Communicate orally and in writing as required to exchange information; read and understand basic written materials; ability to perform basic math functions; basic computer knowledge
- **Special Requirements**: Regular exposure to disagreeable conditions, odors and loud noises; regular standing, bending, stooping, lifting above shoulders and carrying at least 30 pounds; may perform shift work; willingness to wear and maintain uniforms, including head covering; background check required upon employment.
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- **Licenses**: May require LPN designation or others as determined by nature of the job and/or department
- **Certifications**: Level “C” Health Care Workers CPR and others as determined by nature of the job and/or department.

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.