Health Services Assistant I (0776)

Basic Purpose/Job Function: Provides assistance to health professionals following established procedures.

Examples of Titles Replaced: Medical Assistant I; Pharmacy Intern; Psychologist Intern

Typical Functions May Include:
1. Refers requests for medical advice or health information to appropriate person
2. Completes forms regarding patient visits
3. Prepares and delivers collected lab specimens
4. Records lab and x-ray reports
5. Disseminates routine information
6. Prepares and cleans examination rooms
7. Disposes of contaminated supplies
8. Sterilizes medical instruments and equipment
9. Inventories, stocks and prices merchandise
10. Performs other related duties as assigned

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

Supervision of Others: Has no regular supervisory responsibility. May train others in similar position.

Supervision Received: Receives general supervision

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 - 9 Type: Health/Medical
- **Skills**: Communicate orally and in writing as needed to exchange information; read and understand basic written materials; basic math skills; basic computer skills
- **Special Requirements**: Regular exposure to disagreeable conditions, odors and loud noises; regular standing, bending, 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.
- **Licenses**: 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.
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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.