

## HEALTH AIDE I

### NATURE AND VARIETY OF WORK

This is entry level support work assisting in the health care of clients in such areas as mental health, dental and human services. Contacts are primarily with Health Department staff and patients for the purposes of assisting in examinations, exchanging information and providing clinical and/or program services. Employees are required to observe infection control precautions in order to prevent contamination and the spread of disease. Work is performed under the close supervision of a physician, registered nurse or other health care professional and is evaluated based on observation, conferences and the effectiveness in which specific work assignments are completed.

Upon the satisfactory completion of a six (6) month probationary period, entry level incumbents may be non-competitively promoted to the II, full performance level at management's discretion.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Prepares for clinical activities by scheduling appointments, obtaining patients' records and assembling equipment and supplies.

Performs screening procedures for vision, hearing, pregnancy, hematocrit and urine.

Works with patients to complete appropriate health information forms and explains clinic procedures.

Takes and records patients' temperature, pulse, respiration, blood pressure, weight, height and other pertinent information or data.

Collects, handles and transports certain laboratory specimens.

Assists clinician/dentist during examinations.

Maintains records and files.

Maintains and orders supplies including instruments, drugs and disposable items.

May review patient data such as weight, height, blood pressure, diet and income to determine WIC risk assessment and certification for eligibility.

Provides basic first aid such as treatment of minor cuts and bruises and performs cardiopulmonary resuscitation.

Sterilizes, cleans and disinfects equipment.

Lifts patients, wheelchairs and heavy equipment.

Participates as a team member in reinforcing instructions given by professional health care staff on topics such as basic nutrition, first aid and infection control.

May be required to drive a vehicle between work sites.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### KNOWLEDGES, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS

Knowledge of proper procedures for lifting clients/patients.

Skill in comprehending and following oral and written instructions.

Skill in performing arithmetical computations.

Skill in communicating clearly both orally and in writing.

Skill in preparing statistical reports and records.

Skill in the proper care and cleaning of equipment.

Ability to apply health care regulations.

Ability to develop positive relationships with clients and their families.

Ability to drive a passenger type vehicle.

Ability to lift clients, wheelchairs and other heavy equipment.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited high school or possession of a high school equivalency certificate.

DESIRABLE QUALIFICATIONS

Current certification in cardiopulmonary resuscitation (CPR).

Current certification in basic first aid.

CONDITION OF EMPLOYMENT

Possession of a valid license to operate a motor vehicle at the time of appointment, when required for the performance of job related duties.

For Dental Assistant positions only: must be listed on the roster of the Maryland Board of Dental Examiners as qualified to place and expose radiographs.

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