

HEALTH AIDE (Full-Time)
Starts @ \$15.54/hr.
35 Hrs./Wk. with Benefits

The Chautauqua County Department of Health and Human Services is seeking qualified applicants for the position of Health Aide.

A Health Aide is assigned as a liaison between health professionals and clients/patients served by Chautauqua County in the provision of healthcare services. Positions in this class attend to clients/patients in a variety of settings including the County Jail, public health clinics, mental health clinics, and in the field. The work performed is sub-professional and is under the immediate and direct supervision of healthcare professional staff. This position will be full-time, and will be working primarily in the Mayville office. A description of the duties and minimum qualifications is listed below. This position will be filled permanently from approved applicants.

Please complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757
Equal Opportunity Employer

HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are assigned as a liaison between health professionals and clients/patients served by Chautauqua County in the provision of healthcare services. Positions in this class attend to clients/patients in a variety of settings including the County Jail, public health clinics, mental health clinics, and in the field. The work performed is sub-professional and is under the immediate and direct supervision of healthcare professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Greets clients/patients and addresses inquiries for clinic services;
Makes appointments for clients/patients and performs intake duties including form completion, data profiles and record retrieval/updates;
Assists clients/patients in movement through clinic;
Acts as liaison and facilitates communication between public and professional staff;
Under the direct guidance of professional staff, offers education and instruction about clinic protocol, birth control methods, STD/HIV prevention, immunization status and other basic preventative measures related to personal and environmental health;
Gathers information to help assess specific problems or health education needs of clients/patients;
Assembles and organizes patient charts for various clinics;
Records lab results in patient charts;
Answers telephone, directs calls and provides routine information for clients regarding health and related programs;
Makes home visits as needed, assisting healthcare professionals for various programs;
Assists in arranging transportation for patients;
Assists in the set-up, stocking and cleaning of the clinic rooms;
Assists in organizing health education activities for community groups;
Participates in health education activities such as nutrition demonstrations or group discussions regarding immunizations, sanitation and other health related problems;
May perform incidental typing, filing, cashiering, and generates simple statistical reports;
Determines fee status for Family Planning Clinic and collects payments;
Conducts pregnancy test;
Prepares patients for exams and assists medical practitioner with exam duties as assigned;
Provides patients with non-prescription birth control supplies;
Cleans, disinfects and follows infection control procedures for rooms, labs, equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and carry out non-technical oral and written directions; ability to read and write English; ability to communicate effectively with others and gain the cooperation of clients; good awareness of social issues; empathetic demeanor and sensitivity to the reactions of others; resourcefulness; dependability; emotional maturity; good judgment; physical ability commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in Social Work, Psychology, Nursing or other related Human Service related field, OR
- B. One (1) year of paid work experience providing direct client assistance in a health care facility or through home visit.