

**Lincoln County
Job Description**

Position: Health Aide

Department: Health Department

Pay Grade: Health Aide Position Scale

FSLA: Non-exempt

Revision Date: May 2015

Reports to: Director/Health Officer

Purpose of Position

An employee in this class is responsible for providing foot care services to clients in a clinic setting, according to a plan of care established by the supervising nurse under the Lincoln County Health Department. The Health Aide works under the regulated supervision of the nurse assigned to the clinic and the Health Department Director.

Essential Duties & Responsibilities

The Health Aide performs the following functions within the overarching framework of Lincoln County Health Department's provision of the core functions and essential services of public health. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Science

1. Provides clinic support and coordination as needed including scheduling clinics times and dates, appointments, registration and preparing clients for foot care.
2. Document patient intervention data in medical records. Uses established medical record forms and documentation practices.
3. Provide assistants with set up and take down of clinic when needed.
4. Provides client nail trimming and care.

Analysis and Assessment

5. Gather data as required for agency reports.
6. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Community Dimensions of Practice

7. Educates the clients on proper foot care.

Policy Development and Program Planning

8. Maintains confidential client records and prepare and maintain accurate and clear reports as required by policy.
9. Collaborate in the development of and provide support to department quality improvement, performance management, and evaluation activities.

Communication and Cultural Competency

10. Assists clients in learning proper foot care.

11. Assists clients with requested agency information or services.
12. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientation, lifestyles and physical abilities.
13. Delivers targeted, culturally-appropriate information to help individuals and groups understand health information.
14. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
15. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.

Financial Planning and Management

16. Collect fees as determined by the health department and give the client a receipt upon request.
17. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Leadership and Systems Thinking

1. Collaborate with direct supervisor to provide a safe, efficient, and effective foot care program.
2. Provides update of client's health to the supervising nurse.
3. Maintain confidential client records and prepares and maintain reports such as daily activity reports. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
4. Responsible for professional growth and development in pursuing education, participate in in-services and contributes to a work environment where continual improvements in public health core competencies are practiced and pursued.

Other

5. Performs related work as required.
6. Maintains and secures equipment and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from high school and satisfactory completion of a certified nursing assistant course; or any combination of training and experience which provides the required knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an

employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.

- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices and other facilities.

Computer and Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Ability to use effective foot care trimming tools.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Knowledge of best practice procedures and techniques of foot care.
- Ability to respectfully, tactfully and effectively provide foot care.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective relationships with the patient, patient's family, and supervising nurse.
- Ability to maintain accurate and confidential records and reports.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, and agencies; and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.
- Ability to accommodate flexible scheduling to address program or client needs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.

- Must have ability to interact positively with other staff, partnering agencies and the general public.
- Ability to perform the physical tasks associated with foot care.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date