



**SAN JUAN**  
COUNTY  
JOB DESCRIPTION

Job Title: Clinical and Vital Records Assistant	Step:
Department: Public Health Department	Grade:
Effective Date: August 15, 2022	Salary: 17.13 / hr (County typically hires at entry level pay depending on experience)
Revision Date: January 6, 2023	Status: part-time

**General Purpose**

Provides assistance primarily in clinical activities and as needed in front desk duties. Collects and records height, weight, and hematocrit/hemoglobin. Collects and documents income, residency, and identity of clients to determine eligibility for services. Completes reports and performs support duties associated with record keeping for the Women, Infants, and Children (WIC) Program.

**Supervision Received**

Works under general direction from the San Juan County Public Health Nursing Director (Clinical) and Business Manager (Vital Records).

**Essential Functions (Part-Time Position, up to 31 hours/week)**

- Schedule appointments for clients; ensure appointments are scheduled within required time frame; instruct clients on what they will need to bring to the appointment; document appointment attendance.
- Participate in initial client screening to assess eligibility for WIC programs; complete computer intake processes; verify income, residency, and identity; ensure compliance with established policy and accuracy of required documentation.
- Measure and document height, weight, head circumference, and other anthropometrics of eligible infants and children according to policy; review calculated ages and computer-generated growth charts to ensure data is accurate.
- Measure and document height and weight of eligible women.
- Utilize strict infection control techniques when conducting hemoglobin finger poke sampling; dispose of blood contaminated lancets and materials in compliance with OSHA regulations.
- Clean and sanitize areas of the clinic that have been contaminated by bodily fluids; clean and sanitize exam room area and toys at the end of each shift.
- Clean and sanitize biochemical and anthropometric equipment per policy; maintain required documentation of cleaning procedures performed.
- Conduct testing and provide vaccinations for communicable diseases.
- Conduct equipment calibrations on a monthly basis.
- Issue WIC food benefits on the eWIC card per policy; ensure proper documentation of benefits distributed.
- Perform data input related to office functions
- Receive and screen office visitors and telephone calls; refer clients and callers to appropriate divisions and other county agencies or departments and do so in a congenial, respectful, and professional manner.

- Work effectively as a team member with the other members of division and department staff
- Build and maintain collaborative relationships with colleagues, supervisors, community partners, people from low-income backgrounds, and the general public.

### **Vital Records**

- Maintains reception area materials (walls, posters, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general secretarial and clerical functions (scheduling, copying, faxing, data entry, filing, upkeep of office equipment and supplies, etc.) for the purpose of supporting office operations.
- Assist in processing a variety of Vital Records (birth and death certificates) for the purpose of conveying information within District guidelines and regulations.
- Provide verbal and written notification of ineligibility and/or termination of program benefits.
- Assist Operations Manager with inventory of departmental materials and supplies and assuring a clean and safe environment
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Educate clients and potential clients on relevant departmental or related resources.
- Answer questions and provide information to customers regarding our different programs
- Complete paperwork, input various data, and collect money for billable services.
- Assist in maintaining the cash drawer and inputs customer receipts into accounting software.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the office and programs provided.

### **Minimum Qualifications**

#### Education and Experience

- Graduation from high school or GED certificate.
- One (1) year of medical support experience.  
Must pass a criminal background check and undergo fingerprinting.

#### Preferred Education and Experience

- Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
- Preference may be given to applicants who possess certification in cardio-pulmonary resuscitation (CPR) and first aid, or equivalent.
- Preference may be given to applicants who have experience working with people from a variety of social, economic, and cultural backgrounds.
- Preference may be given to those with Certified Nursing Assistant, Medical Assistant, or similar certification

### **Required Skills, Knowledge and Abilities**

- Knowledge of basic first aid
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing and data entry
- Ability to maintain cooperative and empathetic relationships with those contacted during the course of work activities
- Ability to maintain professionalism while discussing private and sensitive matters
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Ability to understand objectives and follow general instructions

- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multitask effectively
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to upgrade skills in order to meet changing job conditions
- Ability to communicate with diverse groups and build community trust

**Special Qualifications**

- Must possess a valid Utah Driver’s License.

**Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color or patterns. The employee is required to type, file, and lift office supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Work is performed in an office, other environmentally controlled room, or at outdoor community events; work requires frequent contact with the public which exposes incumbents to a variety of cultures, illnesses, and individuals who may be angry, agitated, or otherwise upset.

**SAN JUAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above Job Description.  
 Date: \_\_\_\_\_