



GENESEE COUNTY
— M I C H I G A N —

HEALTH TECHNICIAN

POSITION CLASS:

AFSCME 496.00

HIRING AUTHORITY:

Health Department

JOB SUMMARY:

Performs responsible and varied clinical duties, including vision and hearing screening; work is performed at the Health Department and/or in the field under supervision; performs related work as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Utilizes various office and medical equipment.
- Provides clients with assistance in completing forms and understanding information.
- Reviews and maintains clinical records.
- Schedules client appointments.
- Schedules and conducts hearing and vision screening.
- Measures heights and weights and conducts other clinical and health screenings.
- Prepares health screening evaluations and reports findings to parents, school officials and others as authorized.
- Refers clients failing health screenings for follow-up.
- Works with staff at assigned schools to plan and assist in clinics.
- Performs laboratory screening procedures on clients.
- Performs other duties as assigned.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of medical terminology and procedures.
- Knowledge of hearing and vision testing practices and procedures.
- Ability to operate various office and medical equipment.
- Experience with computer data entry.
- Ability to organize and prioritize work.
- Ability to maintain confidentiality.
- Ability to interview clients to obtain medical information and vital statistics.
- Ability to collect blood or other laboratory specimens.
- Ability to prepare and maintain required records.
- Ability to maintain good interpersonal relationships.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent;

-AND-

Two (2) years' clerical experience.

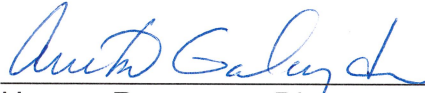
SPECIAL REQUIREMENTS:

- Must possess a valid Michigan driver's license and a vehicle for use on County business.
- If assigned to the Hearing and Vision Program, shall be required to become certified in hearing and vision screening by the Michigan Department of Community Health and maintain this certification through any required continuing education



PREFERRED REQUIREMENTS:

- Training or graduation from a recognized Medical Assistant program preferred.



Human Resources Director

Established: May 6, 1996
Revised: August 28, 1998
April 11, 2008
March 27, 2012



