

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLINICAL ASSISTANT/TECHNICIAN II**

**General Summary:**

Assists in the oversight and provides direction to support staff. Makes work assignments, oversees clinic operations and assists in resolving operational problems. Performs all functions of a Clinical Assistant/Technician I, including assisting health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic and conducting various tests to identify health problems in county residents. May determine eligibility for clinic services. Tasks include conducting initial interviews, preparing clients for examinations, administering standardized tests, and recording results.

**Essential Functions :**

1. As the lead worker, makes assignments and coordinates the activities of assigned staff. Makes evaluations to management staff regarding employee performance and provides input concerning vacation leave requests. May participate in the interviewing of prospective employees.
2. Provides training to staff on new or revised public health program and management procedures. Responds to the more difficult problems and deals with difficult clients.
3. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
4. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork, contacts specialist's offices, hospitals, labs or other facilities to make appointments. Contacts client or caregiver to inform them of appointment. Completes paperwork, mails copies to clients or caregivers and refers to proper personnel to complete referral authorizations as needed.
5. Prepares clients for examination by escorting them to examination rooms taking complaints and symptoms and taking vital signs including temperature, blood pressure , and pulse. Measures height and weight, and records vital statistics on client charts. Maintains and updates existing client's file as needed
6. Administers standardized tests such as development screening, EKG's, and visual/hearing tests to identify health problems.

7. Assists health care professionals conduct physical examinations. May restrain patients, as necessary.
8. Collects specimens such as blood, urine and throat swabs or receives such samples and conducts routine tests on them using centrifuge and other volume analysis methods or prepares them to be sent to outside laboratories. Performs routine urinalysis testing.
9. Records results of tests retesting as necessary, to verify findings and follow-up on children suspected of having problems.
10. Order materials, supplies, medications, vaccines, test kits and other items needed to operate a clinic. Cleans examination rooms according to established protocols.
11. Cleans equipment and keeps screening area free of clutter and obstructions. Calibrates equipment to ensure it is operating within specifications.
12. Assists other support staff as necessary and performs a variety clerical, record keeping and account keeping assignments.

**Other Functions :**

13. May determine income eligibility for certain health department programs by reviewing Medicaid cards, pay check stubs, or other documents.
14. May serve as liaison with other agencies to assist in the diagnosis and resolution of software problems. May train users in the basic operation of specific software programs.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications:**

**Education:** Possession of high school diploma or equivalent. Prefer graduation from a recognized Medical Assistant program.

**Experience:** Eighteen months experience in a clinic setting, one year of which was equivalent to a Clinical Assistant/Technician I.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Stooping and bending to examine patients and assist health care providers during procedures.  
Ability to access office files.  
Ability to enter and access information using a computer.  
Ability to operate testing equipment.

**Working Conditions:**

Works in office conditions.  
May travel throughout the county to work in clinics.  
May be exposed to communicable diseases, blood, and other bodily fluids.



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UAW Position*