

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

20 hour position available with benefits - Bi-lingual Spanish speaking skills preferred

Must be available to work Monday -Friday 8:00 a.m. - 5:00 p.m., and Wednesday 9:30 a.m. - 6:30 p.m.

POSITION: HEALTH AIDE - WIC

Posting# 3013-0516md

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months (preference may be given for candidates with 40 net). Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate type speed.
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

***STARTING SALARY: Step 17; \$13.73 per hour** *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 26, 2016

CLOSING DATE: May 10, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision, provides basic health assistance in health clinics such as collecting and recording height, weight and hemoglobin/hematocrit. Collects and documents income, residency and identity of clients to determine eligibility for services.

DUTIES INCLUDE:

Measures and documents height, weight and head circumference of clients as directed by policy.

Determines and documents hemoglobin/hematocrit by obtaining and reading finger stick blood samples or by reading the results on the non invasive system.

Collects and validates required information on clients' identity, residency, and income to determine eligibility; enters information into the computer for documentation purposes.

Cleans and sanitizes areas of the clinic that have been contaminated by body fluids and cleans entire exam room area and the toys at the end of each shift; maintains required documentation.

Calibrates, cleans, and sanitizes biochemical and anthropometric equipment as necessary; maintains required documentation.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: blood sampling and testing; health sanitation practices and techniques; basic first aid.

Skill in: basic math; various computer applications including word processing and data entry.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate verbally and in writing; handle concerns and/or fears of clients; understand and follow instructions; work quickly and accurately under pressure. *Bilingual Spanish speaking skills preferred.*

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent. One year of secretarial training or related work experience and one year of medical assistant/medical secretary work experience which may include successful completion of a medical assistant/medical secretary training program, or related work experience with First Aid and CPR. Additional education may be substituted for experience. Must have a type test, preference may be given to applicants who pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.