

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Community Health Assistant (67-2)
LOCATION: Craven County Health Department
HIRING RANGE: \$21,665 - \$22,708
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: October 14, 2015
DATE AVAILABLE: October 21, 2015
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

This position is responsible for the initial clinic procedures such as height, weight, vital signs, estimated date of conception, collection of a clean catch urine specimen and preparation of the lab slips for complete blood count, urinalysis, etc.

ESSENTIAL JOB FUNCTIONS

Work-up of adult weights, heights, blood pressures, collection of specimens and assist nurses, nurse practitioner or physician's assistant. Chart weights accurately on weight grid. Responsible for entering labs into the electronic medical record system, maintains Results Lab Book and cleans supplies for sterilization. Order supplies in the unit and organize supplies in closet to ensure rotation of use in date. Check supplies in nurses' room for amount, currency and sterilization dates. This position is in the Maternal Health Clinic.

MINIMUM EDUCATION AND EXPERIENCE

Working knowledge of applicable supportive mechanical acts and/or sanitation and personal hygiene; basic knowledge of the social, economic and environmental conditions of clients to be served; ability to establish rapport and relate to population served and a variety of services, disciplines (nurses, doctors, social workers); ability to follow written and verbal instructions; ability to record basic data; ability to perform required physical tasks; ability to learn basic lab techniques such as urinalysis, hemoglobin and hematocrit. One year experience in performing routine care and treatment of acutely chronically ill patients in hospital, clinic, nursing home, medical corps and medical treatment program. Must have valid North Carolina Driver's License.

ADDITIONAL JOB FUNCTIONS

Assist clients when needed. Must be able to walk, stoop and lift minimal weight. In the event of a disaster, may be required to assist as needed.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

