

**CITY OF MADISON
POSITION DESCRIPTION**

- | | |
|--|---|
| 1. Name of Employee:
Julann Esse | 5. Department, Division, & Section
Public Health - Madison & Dane Co. |
| 2. Classification Title:
Public Health Clinic Aide
Lead Worker | 6. Work Address:
2705 E. Washington AV
Madison WI 53704 |
| 3. Working Title:
Clinic Aide-Lead Worker | 7. Regular daily hours of work:
8:00am - 4:30 with some flex scheduling
due to clinic hours

Hours/ Week: 38.75 |
| 4. Name & Class of First Line

Supervisor:
Julie Halvorsen
Public Health Nursing Supervisor
242-6487 | 8. Date of hire for this position: |
- 9. From approximately what date has employee performed the work currently assigned?:**
the work has evolved over the past 2 years from the original position description to the work as it exists today

10. Position Summary:

The person in this position provides clinical, data, program assistant, and lead worker support to the Immunization, TB, Refugee, ACD and Well Child programs.

11. Functions and Worker Activities:

- a. 65% Program Coordination and Planning -
 - 1. For TB Program
 - a. Coordination of annual staff TB skin testing
 - b. Create, maintain and coordinate TB clinic supply system
 - c. Coordination of TB clinic schedule re-structure (and bi-yearly analysis of schedule structure)
 - d. Conducting Directly Observed Therapy (DOT) for clients with tuberculosis
 - 2. For Employee Health Program
 - e. Coordination of staff fit testing

- f. Conducting Staff fit testing and creating and running reports/results
 - g. Coordination of updating of bloodborne pathogen manuals
 - h. Coordination of and maintenance of Employee health database
 - i. Plan and conduct yearly staff OSHA training
 - j. Coordination of employee immunization records during outbreaks
3. For Refugee Program
- i. Coordination of Refugee Screening Clinic scheduling
 - ii. Tracking of all incoming Refugees and providing billing to PHMDC billing staff and the State
4. For Immunization Program
- i. Coordination of updating of immunization manuals
 - ii. Coordination of Temperature Guard units at 5 office locations-- installation, troubleshooting, and maintenance
 - iii. Coordination of monthly employee clinic schedule-- immunizations
 - iv. Creation of fact sheets and pamphlets for client education
- b. 10% Assist in clinic operations:
- i. Clinic preparation including transport of equipment and materials, set-up of physical layout, preparation of records and supplies.
 - ii. Perform technical procedures that may include hemoglobin and lead testing, height, weight, head circumference measurement, vision and hearing and others as assigned.
 - iii. Conduct assessment and complete documentation per procedures.
 - iv. Report to professional staff clients requiring follow up per procedures.
 - v. Conduct clean-up of clinic including infection control procedures, data collection, documentation, and transport of equipment and supplies.
 - vi. Register clients and solicit and/or prepare client records including physicians or other health agencies to confirm immunization histories or other medical information.
 - vii. Provide intake registration, assess records for needed immunizations.
 - viii. Retrieve individuals' immunization records from private physicians or from other states' immunization databases.
 - ix. Provide immunization records to families, health care providers or schools.
 - x. Coordinate process to obtain parental consent for immunizations from overseas parents of local exchange students.
- c. 15% Perform administrative support duties to assist in nursing section service activities:
- ii. Computer data entry of client information and statistical data.
 - iii. Assemble charts, forms, health education materials, supplies and other related materials.

- iv. Conduct inventory and supply ordering activities.
 - v. Assemble, collate, copy and distribute information.
 - vi. Maintain files for records and other documents.
 - vii. Generate computer output information that may include WIC checks, immunization records, reminder cards, and reports.
- d. 5% Interact with the public in order to facilitate Health Department services:
- viii. Provide telephone/mail/neighborhood outreach activities as assigned.
 - ix. Disseminate information about clinic services by telephone, mail or other means as assigned.
 - x. Provide basic health education information per procedures.
 - xi. Screen clients for program eligibility.
 - xii. Maintain confidentiality of clients/families.

5% other duties as assigned

12. Primary knowledge, skills, and abilities required: Intermediate skill in use of data bases, including generating reports. Strong ability to work with public, peers, other public health disciplines, representatives of other community organizations. Ability to process complex information under pressure, strong problem-solving abilities.

13. Special tools and equipment required: computers, eye charts, audiometer, tympanometer, hemoglobin and lead screening equipment, fit testing equipment.

14. Required licenses and/ or registration: drivers license

15. Physical requirements: Ability to lift up to 25 pounds

16. Supervision received (level and type): Indirect supervision by Public Health Nursing Supervisor.

17. Leadership responsibilities: Leading by example in staying calm and organized under pressure. Assisting other Public Health Clinic Aides in learning TB and refugee clinic intake, data entry, use of the WIR IMM registry - helping to orient new staff and assisting current staff in learning more complicated tasks.