

HEALTH AIDE
CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES
SALARY RANGE: \$19.21 - \$24.54/HOUR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is currently accepting applications for one (1) full-time (35 hours/week) position of Health Aide in the Mayville, NY office. Positions in this class are assigned as a liaison between health professionals and clients/patients served by Chautauqua County in the provision of healthcare services. Positions in this class attend to clients/patients in a variety of settings including the County Jail, public health clinics, mental health clinics and in the field. The work performed is sub-professional and is under the immediate and direct supervision of healthcare professional staff. Does related work as required.

Typical Work Activities:

- Greets clients/patients and addresses inquiries for clinic services;
- Makes appointments for clients/patients and performs intake duties including form completion, data profiles and record retrieval/updates;
- Assists clients/patients in movement through clinic;
- Prepares patients for exams and assists medical practitioner with exam duties as assigned;
- Gathers information to help assess specific problems or health education needs of clients/patients;
- Assists in client/patient care of an unlicensed nature by measuring vital signs, obtaining specimens and other routine services;
- Acts as liaison and facilitates communication between public and professional staff;
- Under the direct guidance of professional staff, offers instruction about clinic protocol and communicates sub-professional health care information;
- Assembles and organizes patient charts for various clinics;
- Answers telephone, directs calls and provides routine information for clients regarding health and related programs;
- When assigned to assist professional care staff, makes home visits as needed to assist with outreach activities;
- Assists in arranging transportation for patients;
- May perform incidental typing, filing, cashiering, and generates simple reports;
- Cleans, sets up, stocks and follows infection control procedures for rooms, labs, equipment and supplies.

This position is being filled by approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in a Human Services-related field, OR
- B. One (1) year of paid work experience providing direct client assistance in a health care facility or through home visit.