TO: All County Employees
FROM: Jennifer Rodriguez, Public Health Director
DATE: April 9, 2021
RE: Part-time Clinical Aide

Livingston County Department of Health has a part-time Clinical Aide vacancy. This responsible and rewarding position is in the WIC (Women, Infant and Children) Program.

DISTINGUISHING FEATURES OF THE CLASS:
This is non-technical work involving the performance of routine screening tests and procedures in order to assist WIC clinic registered nurses and/or nutritionists. Incumbents will be responsible for obtaining anthropometric and hematological data, as trained. Maintain bloodwork log and quality control log, requiring use of universal precautions. Employees are thus placed in frequent, recurring public contact situations and must be able to function both efficiently and courteously. Incumbents may be responsible for clinic set up, organizing supplies, maintaining supply inventory, and pulling files/records. Employees may be required to complete clinical forms, organize medical records, and straighten exam room. Work is performed under close supervision of a Nutritionist, a Registered Professional Nurse, or other higher level clinical employee. An incumbent may assist participants in completing applications for program certification and re-certification. Set the tone for excellent customer service to participants as they enter the clinic. Provide participant centered customer service for participants. Participate in breastfeeding promotion and support. Travels to all sites, transports laptops, computers and other equipment to sites. This position does not involve any supervisory responsibilities. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a general equivalency diploma.

SPECIAL REQUIREMENT:
Must possess a valid New York State driver's license.

Please submit application by April 19, 2021 to:
Livingston County Personnel Department
6 Court Street
Government Center, Room 206
Geneseo, NY 14454
For more information, please contact Margaret Betette, WIC Program Coordinator, at the Livingston County Department of Health at 243-7530.