

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administering and interpreting the temperature of an individual utilizing infrared thermometer according to the manufacturer's instructions and CDC guidance for personal protection.
- Screens patients and visitors using the health and travel history declaration questionnaire via phone or in-person.
- Put on and remove personal protective equipment (PPE) per company protocol as required.
- Assisting patients with the Kiosks.
- Maintain a clean environment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

COMPETENCIES:

- Good organizational skills to handle multiple priorities while remaining professional and calm.
- Ability to work with many diverse people.
- Strong level of confidentiality.
- Must be able to make suggestions on workflow or system efficiency and effectiveness.
- Ability to work independently and be self-directed and flexible.

GENERAL EXPECTATIONS:

- Be committed to the mission of the Hometown Health Center.
- Be punctual for scheduled work and use time appropriately.
- Perform duties in a conscientious, cooperative manner.
- Be neat and maintain a professional appearance.
- Maintain confidentiality and protect the Practice by abiding by laws and principles related to confidentiality; keep information concerning Practice Operations, patients and employees confidential.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, and talk and hear.

Some standing is required as well as walking, bending, stooping, kneeling, crouching, crawling, stretching, and climbing stairs. This position requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Vision must be correctable to 20/20 and hearing must be in normal range for telephone contacts. It is necessary to view and type on computer screens for long periods and working in an environment which can be very stressful. The employee may occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work has frequent exposure to blood borne pathogens, communicable diseases, toxic substances, medicinal preparations and other conditions common to a medical practice setting. Work is completed in a normal office environment and involves frequent contact with staff, patients and the public. Noise level is moderate. Work may be stressful at times. Contact may involve dealing with people who are angry or upset. This position may involve working at various community clinics and may require extended hours as needed.

QUALIFICATIONS NEEDED FOR POSITION:

The following experience and skills are considered essential:

- Pleasant personality with good interpersonal and communication skills
- Strong team player and ability to work independently
- Customer service oriented
- General computer literacy
- Ethical understanding of patient processes, confidentiality, and person health information (PHI)
- HIPAA compliant

EDUCATION REQUIREMENTS:

High School diploma or equivalent

Hometown Health Center is an equal opportunity employer and provider.