



Office of Human Resources
Senior Clinical Care Associate - CO2664
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General Statement of Duties

Provides direct patient care as a physician extender utilizing established medical protocols in public health.

Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Provides direct patient care which includes diagnosis, evaluation, laboratory testing, and determination of treatments and dispensing of medication utilizing established protocols in public health

Performs technical laboratory duties such as drawing blood, spinning blood samples, taking mouth cultures and similar duties according to protocols.

Trains and educates other health care providers and participates in departmental sponsored educational activities.

Provides test results to clients and makes referrals to health professionals for purposes of disease prevention or management.

Counsels and educates patients to manage diseases.

Assists in a variety of research projects which may involve interviewing research subjects, administering questionnaires and other activities to obtain necessary data to complete projects.

Performs public speaking to provide information concerning disease prevention or other topics related to public health.

Maintain patient data and other records, reports and files as required.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years in a health care setting assisting health care professionals performing patient diagnosis and treatment; three (3) years in a medical laboratory providing assistance to others conducting tests; or one year performing the duties of a Clinical Care Associate.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Contact with patients under wide variety of circumstances
Potential exposure to infection from disease-bearing specimens
Potential exposure to infections and contagious disease.
Potential exposure to patients elements.
Potential exposure to risk of blood borne disease.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: transporting an object, usually by hand, arm, or shoulder.

Eye/hand/foot coordination: performing work through using two or more.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-610

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: