



Provincial Job Description

TITLE:
(312) Public Health Assistant

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides vision screening to kindergarten students and makes referrals to an optometrist if needed. Maintains up-to-date immunization records of students.

QUALIFICATIONS:

- ◆ Medical Office Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Ability to communicate in a First Nations language, where required by the job
- ◆ Knowledge of aboriginal culture, where required by the job
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Vision Screening

- ◆ **Conducts vision screening of kindergarten students in schools.**
- ◆ **Records screening results.**
- ◆ **Refers clients to optometrist when applicable.**

B. Home Visits

- ◆ **Refers clients to prenatal classes.**
- ◆ **Advises parents/guardians when immunizations are due.**
- ◆ **Recruits participants for group sessions (e.g., Baby S.A.F.E. Program).**
- ◆ **Obtains parent/guardian consent for school immunizations.**
- ◆ **Provides support to families during home visits.**
- ◆ **Acts as a liaison between the home, school and various programs.**

C. Related Key Work Activities

- ◆ **Collates health records for school-age children.**
- ◆ **Coordinates the transfer of health records for school-age children.**
- ◆ **Performs annual review of pre-school records.**
- ◆ **Mails notices to parents when immunizations are due.**
- ◆ **Schedules appointments.**
- ◆ **Performs clerical duties (e.g., answer telephone, file, photocopy, fax, e-mail, laminate).**
- ◆ **Locates immunization information for clients/public.**
- ◆ **Provides/arranges transportation to clinics, when required by the job.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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