

**Edgecombe County Health Department
122 East St. James Street
Tarboro, N. C. 27886**

Community Health Assistant

Job Position Number: 453-53-454

Salary: \$17,199

Posted: ESC, County Website, Internal

Application Closing Date: Friday, October 24, 2014 at 5:00 PM or until filled

Edgecombe County Health Department is seeking a qualified Community Health Assistant. This position will assist in setting up clinics, aiding clinicians with examinations, ordering supplies, and other similar paraprofessional duties. Assignments in clinic include: assisting with setting up of equipment, managing client flow, explaining clinic procedures to patients, positioning clients, obtaining heights and weights, checking vital signs, limited lab tests, and assuring that the client understands the professionals' diagnosis and medication instructions by reinforcing them.

Knowledge, Skills and Abilities:

Working knowledge of applicable supportive mechanical acts and/or sanitation and personal hygiene; basic knowledge of social, economic and environmental conditions of clients to be served; ability to establish rapport and relate to population served and a variety of service disciplines (nurses, doctors, social workers); ability to follow written and verbal instructions; ability to record basic data; ability to perform required physical tasks; ability to learn basic lab techniques. Bilingual (English/Spanish) preferred.

Minimum Training and Experience:

Demonstrated possession of knowledge, skills, and abilities as stated above through at least one year of experience in performing similar tasks in a hospital, clinic, nursing home, or other medical treatment program. Registered as a Nurse Aide I by the NC HCPR and Nurse Aide II by the North Carolina Board of Nursing.

Interested candidates must complete and submit an Edgecombe County Application Form. The Edgecombe County Application Form may be obtained from the Employment Security Commission or online at www.edgecombecountync.gov.

Send application to:

Edgecombe County Health Department
P.O. Box 100
Attention: Julie Keel
Tarboro, NC 27886

The Edgecombe County Health Department is an Equal Opportunity, Affirmative Action Agency and complies with the requirement of the Americans with Disabilities Act. Pre-employment drug, E-Verify and criminal background screenings are required.

Posting Date: 10/16/14