

# **LINN COUNTY CLASSIFICATION**

**TITLE: BILINGUAL HEALTH AIDE**  
**NUMBER: 728**  
**PAY RANGE: 08**  
**CATEGORY: SEIU**

**APPROVAL ORDER**  
**NUMBER: 2008-466**  
**DATE: December 3, 2008**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Employees occupying positions in this class are responsible for performing clerical, clinical and laboratory work of a moderately complex nature in support of professional, technical and administrative functions in a department. Also responsible for simultaneous and consecutive interpreting and translating to assure access to Linn County Department of Health Services Program for clients with little or no ability to speak English. Once learned, assignments are performed with minimal supervision and involve greater use of initiative and judgment.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager and/or clinical supervisor. With general procedures and guidelines, employees frequently develop and refine their own routines in carrying out work to completion.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but may include the training and assigning of work to other bilingual classifications.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. May perform basic medical laboratory functions (e.g. pregnancy testing, collecting urinalysis) and prepare specimens for laboratory delivery.
3. May take health histories and client consents and take vital signs, weight, height and measures and document these in the client record and graph the measurements accurately.
4. May set up examination rooms, prepare client for examination. May clean and stock exam and laboratory rooms.
5. May assist staff in clinics by determining the needs of the client and perform post counseling of clients on medication use and medical plans.
6. Provide high quality simultaneous and consecutive interpreting and sight translating services for clients according to Oregon Law. Includes interpreting using the telephone and draft translation of forms. Remain impartial in all situations, interpreting accurately and completely without regard to the content of the communication.
7. May provide translation services off-site on home visits with appropriate home visiting staff as necessary.

8. May assist in the front office duties, including telephone answering, department and clinic appointment scheduling and check-in for the non-English speaking public. Direct calls and individuals to appropriate resources. Answer questions related to the department's specialized programs and assist the public in filling out forms and applications, making payment of fees, etc. Review the daily schedule and coordinate with front office staff and clinicians.
9. May type correspondence, reports, or other material on general and technical subjects. May compose and type correspondence to a limited extent in accordance with standard procedures.
10. May receive and distribute incoming mail, prepare outgoing mail. May order supplies as directed.
11. May maintain records of financial transactions, receive daily receipts, balance with cash flow, post under appropriate account; compare figures with computer printouts and make corrections as necessary.
12. Make inputs into state-wide and local policies and procedures affecting interpreters, professional standards for interpreters and educational requirements and opportunities for interpreters. Maintain data regarding the number and type of interpreting contacts and tasks provided.
13. May enter data into computer files, review computer printouts for accuracy; retrieve data from computer files and file information manually in records system.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

16. Staff may be expected to play an active role in the event of a public health emergency, which may include changes in the scope of position responsibilities and working hours.
17. This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the English language and the designated working language, medical terminology and the codes for professional interpreters. Basic knowledge involved in the operation of a health services office. Ability to perform typing at a rate and accuracy required by the position. Basic knowledge of medical assistance process for clinical settings.

KNOWLEDGE, SKILL AND ABILITY: (continued)

Ability to pass tests and show proficiency in designated language. Ability to understand and follow oral and written instructions and maintain accurate records. Ability to consistently apply department and program policies and to work within strict confidentiality laws regarding client information. Ability to effectively work with clients and the public in stressful situations. Ability to plan, organize and complete work in a timely fashion.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school, preferably supplemented by post high school training in language interpreting and health office assisting. One year of health office and clinical/laboratory work experience plus experience working in a professional capacity as an interpreter with non-English speaking people is desirable or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to finger, handle or operate objects or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.