

Erie County Health Department
Erie County Community Health Center
Job Posting #2024-57
Equal Opportunity Employer

Position: Adult Day Mobile Tech

Division: Behavioral Health

Contact Person: Kari Swenson, Human Resources

Salary: Commensurate with experience (Pay Range: \$18.00 to \$21.00)

Working Hours: Part Time. 7:00 a.m. – 5:30 p.m. Monday through Friday.
Evenings, weekends, holidays may be required based on Agency need.

Posting Opens: Tuesday, July 2, 2024

Posting Closes: Tuesday, December 31, 2024, at 4:30 p.m. or until filled

Qualifications

- High school diploma or GED.
- One or more years' experience driving transport or delivery type vehicle.
- Two years' minimum uninterrupted driving privileges with licensing state.
- Clean driving record with no at-fault accidents or traffic citations within the last five years.
- Certified health care provider CPR
- Valid Ohio commercial driver's license preferred, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Proficient in electronic records and new technology as applied to position.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.c, 700.b, and 200.c certifications within one month of employment.

Major Responsibilities

The Mobile Tech is responsible for transporting adult day participants to and from the adult day facility, including medical / dental / or care services provided by the Erie County Health Department / Erie County Community Health Center. The Mobile Tech ensures the participants are transported in a safe, accident-free manner to protect them. The Mobile Tech contributes to the first impressions participants have of the Agency. During business, this person may interact directly with participants, patients, visitors, and organization staff. The position also has a contributory effect on meeting budget goals which can impact both delivery of essential healthcare services and achieving the Agency's mission, organizational goals, strategic priorities, and management by objectives (MBOs).

Essential Functions

Under general supervision and/or as part of the Behavioral Health team, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Greets and directs individuals at service location.
- Assists individuals with safely entering and exiting the transporting vehicles and ensures a safe environment surrounding the transporting vehicles.
- Always maintain clean and fueled vehicles.
- Performs inspections of the vehicles at regular intervals per Ohio Department of Aging and Agency guidelines.
- Completes vehicle checklists per Ohio Department of Aging and Agency guidelines.
- Records mileage and maintains up to date records.
- Works with administrative team regarding the regular maintenance of the vehicles, maintenance of records, scheduling of regular maintenance and repairs as needed.
- Shares responsibility for proper maintenance and operation of vehicles.
- Ensure individual confidentiality for those utilizing transportation services. Follows established public health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Maintains paper filing/record system related to position and activities.

- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Provides technical support to Agency activities related to development and implementation of community health assessment, planning, program, and policy development and implementation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations as applied to position.
- Collaborates in the development of and provides technical support to Agency's quality improvement, performance management, and evaluation activities.
- Processes mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; responds to mail that can be handled personally; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Performs all technical activities related to Primary Care & Clinical Services Division and/or program purchasing according to Agency policies and procedures.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- Employee goals and objectives need to be aligned with the Agency's goals and objectives listed within the Agency's Strategic Plan.
- Performs other duties as assigned consistent with job classification.
- Greets visitors in a friendly, competent, professional, and informed manner.
- Eases any concerns or distress visitors may exhibit.
- Responds to questions with timely, accurate and complete information.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- Demonstrates a strong understanding of traffic laws and obeys all traffic laws.
- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Supports and promotes the Agency's vision, mission, and core values.
- Knowledge of rules and regulations (developed after employment).
- Knowledge of Agency personnel policies and procedures (developed after employment).
- Knowledge of the core functions and essential services of public health.
- Knowledge of software applications relative to the position assignment.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with visitors, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Criminal background verification required.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions

- General office settings in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject workers to increased risk of driving hazards. Community locations may subject workers to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

Qualified Applicants

Qualified applicants should visit www.eriecohealthohio.com where current job postings can be viewed, and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 4:30 p.m. on December 31, 2024. EOE/AA/ADA

Approved for Content & Posting _____

Peter T. Schaefer MMH, REHS

Erie County Health Commissioner

Date 7/2/2024