



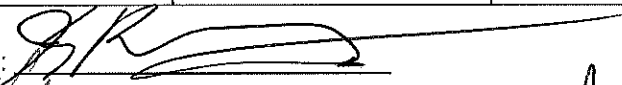
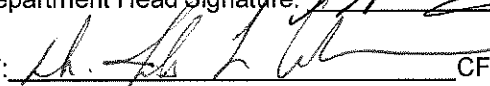
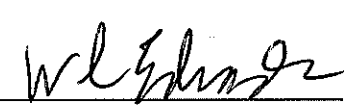
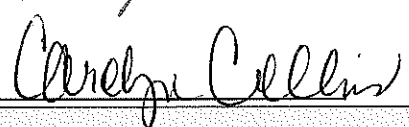
G.A. CARMICHAEL FAMILY HEALTH CENTER

Put Your Family's Health In Our Hands

Vacancy/New Position Request Form

About this form

This form is used by to request recruitment support for vacancy/new position. To submit your request: Please complete request. It will be forwarded to the CEO for approval, CFO for budgetary codes and other required information, if required.

General Information			
Date 7/8/2020	Department WIC	Position Clerk/Aide	
Department Head/Supervisor Requesting Kyskie Bolton, MS, RDN, LDN, CLC		Extension 2308	Email kbolton@gacfhc.org
Recruitment/Position Information			
Is posting open until filled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		New Position <input type="checkbox"/> Fill a Vacancy <input checked="" type="checkbox"/> Upcoming Vacancy 8/1/2020	
Location of vacancy (City & County) Yazoo City, MS			
Site: Yazoo WIC Clinic			
Posting			
<input type="checkbox"/> Internal (your agency only) <input checked="" type="checkbox"/> Open competitive			
Work Type (check all that apply)			
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/> Project <input type="checkbox"/> PRN	Budget Code 270 – Cost Per Person	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt
Requesting Department Head Signature: 			
CEO Approval: 		CFO Approval/Signature: 	
HR Signature: 			
Comments			
WIC Clinic needs to fill the position ASAP so the new staff can train under the retiring staff prior to her end date. WIC Clinic rules, guidelines, and protocols are complex and require 30 days of training from MSDH before staff are granted full system access.			

WIC CLERK - MEDICAL AIDE I

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Certification:

Completion of a Medical Aide Training Program from an accredited college, university, trade school, or medical institution;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

Experience:

Two (2) years of experience directly related to the described duties.

Special Requirements:

Applicants shall provide a copy of a valid Medical Aide Training certificate, where applicable. Incumbent must possess a valid Driver's License from Mississippi or a contiguous state.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains accurate records and paperwork.
2. Stocks supplies and forms for patient care.
3. Assists nurses and physicians with medical examinations.
4. Operates medical equipment.

PHYSICAL REQUIREMENTS:

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These requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible.

Physical Activities: He/she is frequently asked to stand, reach and handle; he/she is occasionally asked to climb and kneel.

Physical Demands: The incumbent typically performs work that requires him/her to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Worker sits most of the time, and the use of his/her arm and/or leg controls requires exertion of forces greater than that for sedentary work.

Visual Requirements: The incumbent must be able to see objects clearly at 20 inches or less, and at 20 or more feet. In addition, he/she must be able to adjust his/her eyes to bring objects into focus, distinguish colors, see objects in his/her peripheral vision, and see objects in three dimensions.

Working Conditions: He/she typically works in a quiet work environment (e.g., library, private office) and is exposed occasionally, and sometimes frequently, to adverse environmental conditions including, but not limited to, close quarters, chemicals, fumes and odors.

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self-Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar. Demonstrates an effective working knowledge of universal precautions and infection control policies. Fully understands HIPPA guidelines. Understands the importance of maintaining confidentiality with appropriate protected health information. Accurately records patient vitals. Knows how to maintain accurate and adequate supply inventories for daily patient care and operation. Provides accurate information of changes and updates to clients as indicated and co-workers. Knows how to properly use medical equipment (audiometer, scales, hemocue).

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done. Demonstrates flexibility when collaborating with other staff to schedule time off. Knows how to effectively manage multiple patients and assignments concurrently.

Problem Solving/Decision Making: The ability and willingness to cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as that arise. Cooperates effectively with other staff when completing job tasks. Effectively applies his/her knowledge of the chain of command when problems arise. Knows to effectively apply policies relating to the packaging and shipping of laboratory specimens. Demonstrates a willingness to ask questions if/when unsure of things.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders. Proactively provides stakeholders with proper information in an effort to reduce occurrences of future problems. Supports the agency mission and goals in all interactions with internal and external stakeholders. Acts as an advocate for agency policy. Regularly ensures that stakeholders get the proper information they need when they need it. Fosters team commitment and spirit. Displays a positive attitude even when dealing with difficult situations. Participates effectively in staff meetings, seminars, and training sessions.