

**JOB TITLE:** Patient Care Technician (Non-Exempt)

**REPORTS TO:** Program Manager, Phoenix Project

### **QUALIFICATIONS**

- Minimum of 2 years clinical experience
- Certified Nursing Assistant or Patient Care Technician
- High school diploma or its equivalent
- Basic knowledge and proficiency of Microsoft Office Suite, with any additional computer skills a plus
- Ability to establish and maintain professional relationship with patients
- Good oral and written communication skills

### **FUNCTION AND PURPOSE OF POSITION**

The PCT functions as an active member of the interdisciplinary clinical team. The PCT supports the team by providing medical services, within the scope of practice, at the request of the Health Care Provider.

### **RESPONSIBILITIES**

The following list of responsibilities is not meant to be all-inclusive and may be adjusted to meet program needs.

- Obtain comprehensive health histories on patients and document appropriately
- Obtain vital signs, chief complaint, drug allergies, and visual acuity if indicated.
- Adhere to the infection control policies and procedures
- Prepare client for examination by Health Care Provider
- Maintain examination rooms and treatment area, assuring availability of needed supplies and equipment
- Maintain lab area and adhere to universal precautions
- Perform phlebotomy as necessary, to include labeling and preparing tubes and completing appropriate paperwork for external tests.
- Notify courier of pending samples for pick-up.
- Clean and bandage wounds, perform basic first aid, and adhere to infection control policies.

#### **Other Duties and Responsibilities**

- Performs clerical duties and completes reports as assigned
- Maintain certification, to include the procurement of appropriate continuing education
- Participate in agency meetings, in-service trainings and workshops as deemed appropriate
- All other duties as assigned

### **HIPAA**

This position shall have access to information in a patient's medical record only to the extent that such information is required to carry out job duties. Any information obtained will only be used by or

disclosed to those who have a need to know to ensure the provision of quality patient care. Patient information is to be held strictly confidential.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy/procedure manuals. Ability to write routine reports and correspondence.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Elementary use of computer spreadsheet programs.

### **REASONING ABILITY**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk and hear; and taste and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distant, and peripheral vision, color and depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is in an office environment or community setting. While performing the duties of this job the employee may be exposed to clients who may ask inappropriate personal questions, display socially unacceptable personal behaviors, use profanity and sexually explicit phrases, make insulting remarks or threats regarding appearance, age, sex, or race, exhibit defiance, dishonesty, and assaultive or self-destructive behaviors.

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