

Code: 4511

Title: MOBILE CLINIC SERVICES COORDINATOR

SUMMARY: Plans, coordinates, monitors, and participates in administrative and operational activities associated with the Mobile Clinic and performs related community relations activities and other related work.

This includes scheduling and coordinating outreach locations, maintaining required supplies and equipment, performing intake activities and operating, driving and maintaining assigned vehicles.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Administrative Duties:

Plans, organizes, coordinates, and administers the activities of the Mobile Health Clinic within Pima County;

Performs public relations activities as a program representative, makes presentations to County Staff, community agency representatives and the general public, prepares and presents news releases and other media materials, and participates in the development of community awareness programs;

Establishes and maintains liaison relationships and clinic activities with other departments, public and private agencies, organizations and groups;

Coordinates the development of training and informational materials to promote accurate public understanding of clinic activities, services, and requirements;

Conducts meetings to resolve problems, address issues, discuss clinic goals and objectives, and disseminate information;

Monitors current program-specific legislation and ensures program compliance with applicable regulations;

Evaluates program effectiveness and measures/reports on program success;

Assists Program Manager or Department Director in developing and establishing clinic goals and objectives;

Participates in the development of the program budget and monitors the administration of clinic funds;

Monitors program contracts and/or contractor performance;

Conducts clinic-related studies and prepares written reports and recommendations;

Prepares routine and special status reports for Federal, State, and County agencies;

Analyzes data and prepares program activity reports and statistical materials for management review;

May access or maintain specialized databases containing program-specific information to record activity or generate reports;

May write and submit grant applications and prepare/review proposals;

May supervise, train, and evaluate staff, determine work assignments and priorities, and participate in personnel selection.

Clinically-Related Duties:

Observes and complies with protocols and universal safety measures for clinical settings;

Maintains confidentiality of all information encountered or created in the course of performing duties;

Obtains and records client history and vital information and gathers information for addition to or completion of client's clinical and program-specific statistical records and reports;

As directed by a clinician, obtains oral swab specimens and (if certified) performs capillary finger punctures and/or veni-puncture, completes appropriate laboratory requisitions and affixes to specimens for further processing;

Monitors and records temperatures on incubators and refrigerators where laboratory specimens are stored

to ensure the specimens are properly maintained;
Monitors and records expiration dates and other quality control information of medication, solution and reagent lots and properly disposes of outdated materials;
Cleans and disinfects examination areas and restocks supplies used during client screening;
Inventories, orders, receives, stores and distributes clinic and program supplies;
Provides clients with consumer literature, educational aids/information, marketing materials and information regarding availability of other public agencies or services as instructed by clinician, supervisor or protocol;
Answers questions from the public concerning clinic and program-specific policies, procedures and service availability;
Schedules and conducts viewing sessions of audio-visual resources for community agencies and other groups or individuals.

Vehicle and Equipment-Related Duties:

Drives and operates a Mobile Public Health and Primary Care Clinic vehicle and performs basic service and operator-level maintenance of assigned vehicles (e.g., maintaining adequate supplies of fuel, oil and water, checking tire inflation, inspecting vehicles for safety compliance);
Coordinates repairs, emission checks and service activities with Automotive Services and maintains records of assigned vehicles, including status of parts, equipment and operating expenses;
Assists in scheduling and coordinating vehicles, activities, equipment and service locations.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of effective communication to include written composition and public speaking;
- medical office practices and procedures;
- basic medical terminology and equipment;
- public health laws, rules and regulations applicable within work unit, including protocols and universal safety measures;
- traffic laws, ordinances and regulations governing the safe operation of motor vehicles;
- city streets and surrounding communities served;
- routine vehicle service requirements such as fuel, oil, water and tire inflation;
- community resource agencies and organizations;
- applicable Federal, State, and local laws, rules, and regulations;
- principles and techniques of public relations and media resources;
- the use of basic office machines, audio-visual equipment and applications of automated information systems;
- principles and practices of effective supervision and program administration;
- principles and practices of grant solicitation and administration.

Skill in:

- planning, organizing, and coordinating program activities;
- communicating effectively;
- understanding and relating to the issues of low income and minority individuals;
- maintaining current and accurate records and logs;
- collection of specimens for analysis;
- observing and complying with required protocols and universal safety measures in a clinical

- environment;
- operating and performing operator-level servicing, maintenance and cleaning of motor vehicles and equipment;
- reading and interpreting street guides and maps;
- establishing and maintaining effective working relationships with governmental agencies, community, and special interest groups;
- reading, understanding and applying policies and procedures;
- identifying needs and developing and implementing programs to meet those needs;
- data analysis and report preparation.

MINIMUM QUALIFICATIONS: EITHER:

1) A Bachelors or an Associate Degree from an accredited college , university, or vocational/technical school in either Social Services, Public Health, Nutrition, Nursing, or Laboratory Assistant/Phlebotomy field **AND** two years of clinical experience in Public Health providing counseling services and drawing/collecting specimens for analysis **PLUS** experience in operating and performing operator-level servicing and maintenance of motor vehicles.

(Vehicle servicing/maintenance experience may be concurrent with clinical experience.)

OR

2) Three years of experience as a Mobile Services Support Specialist with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at the time of appointment. Some positions within this classification require County-provided certification in capillary finger punctures and/or veni-puncture within six months of appointment. All required licenses and certifications must be maintained as a condition of employment. Failure to obtain and maintain all required licenses and certifications may result in termination.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Special screening prior to or during employment may be necessary to ensure employee health and safety. Due to the need for access to medical materials, satisfactory completion of a personal background investigation, polygraph test and drug screening by law enforcement agencies may be required. Applicants may also be required to submit a copy of their driving record at the time of application. Some positions may require fluency in English and a second language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Positions within this classification require the ability to: move and manipulate patients and/or equipment of various weights and sizes (up to 75 pounds) and to drive for prolonged periods of time. Additional physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.