

## **Muleshoe Area Medical Center Position Description**

**Job Title:** Health Screener  
**Department:** Nursing  
**Reports To:** Registered Nurse, Charge  
**FLSA Status:** Non-Exempt

**SUMMARY:** Greeter for the facility, "First Impression" (on the phone or in person) representation for the entire facility. Works under the direction of a licensed professional. Cooperates with the members of the nursing and medical staff and other hospital departments.

### **QUALIFICATIONS:**

- Communicate in an effective manner, follow written or verbal instructions and demonstrate good interpersonal skills to deal with team members, patients and families.
- Possess skills necessary to communicate effectively with patient and staff.
- Maintain discretion and confidentiality in communications.
- Familiar with policies and procedures regarding reporting and release of protected health information (PHI).
- Knowledgeable of Infection Control and Prevention practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Greets patients and family members in professional, friendly and respectful manner every time.
- Accurately scans patient and/or employee(s) temperature to determine their access to the facility.
- Follows the CDC recommended guideline of questions to determine patient and/or employee(s) access to the facility.
- Speaks clearly and slow enough for patients to understand all communication (in person and/or on the phone) while keeping an upbeat tone of voice.
- Directs patients/family members/public to correct areas, accurately.
- Listens carefully to what each patient (or a family member) requests in all aspects, and treats patients/residents and their families with respect and dignity.
- Ability to communicate between patients, families, ancillary personnel and hospital departments involved in patient care.
- Works effectively as a team member.
- Maintains a safe and attractive environment for patients and co-workers; transports patients and equipment as appropriate.
- Functions as patient advocate.
- Miscellaneous duties as assigned requested or required.

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma/GED, preferred
- Basic Life Support (BLS) certificate

**LANGUAGE/READING SKILLS:**

- Communicate verbally and in writing in English.

**MATHEMATICAL SKILLS:**

- Must have basic mathematical capabilities.

**REASONING ABILITY:** Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

**WORK ENVIRONMENT:** Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date