

## Gonzales Healthcare Systems - Job Description

<b>Job Title: Occupational Health Technician</b>		<b>Department: Occupational and Community Health Services</b>	
Employee Reports To: Occupational Health Supervisor		Employee Supervises: Occupational Health Technicians	
Exempt/Non-exempt Status: Non-Exempt		Employment Status: Full Time	
Employee Signature:		Approval:	
Date		Date	
<b>Position Summary</b>			
<p>To provide technical testing services in a professional and high confidential manner for Occupational and Community Health Services and their commercial clients. The ability to comprehend and follow routine written or verbal instruction or directions. Certified or willing to become certified in occupational testing. OCHS Bloodborne Pathogens III.</p>			
<b>Position Qualification</b>			
Education & Licensure	High school diploma or equivalent preferred; Professional Collector, Breath Alcohol Technician, Certified Occupational Hearing Conservationist, NIOSH Pulmonary Function Training, CPR Certification		
Experience	Experience in Occupational Health Preferred but not required. Experience in dealing with customers on the phone and in person.		
Physical Requirements	Prolong periods of sitting, intermittent standing and walking. Occasional bending, stooping, and reaching. Average lifting of 25# from the floor to waist, 30# from 30" high surface to surface, 10# overhead.		
<b>Technology Requirements</b>			
GHS Information Systems	<b>SOFTWARE:</b>  Citrix Cerner Office 365 Chrome Paragon OneContent  <b>Websites:</b>  Brightly Health.edu G-Drive UKG Occupational Health System		
<b>Access Control</b>			
Physical Access	Standard Employee Access Central Supply Access		

<b>Section 1. Core Behaviors – All Staff</b>	
<b>A</b>	<b>Organizational Commitment</b>
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
<b>B</b>	<b>Customer Orientation</b>
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
<b>C</b>	<b>Performance Focus &amp; Self Management</b>
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
<b>D</b>	<b>Team Orientation</b>
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
<b>E.</b>	<b>Interpersonal Communications</b>
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

<b>Section 2. Leadership Behaviors Core Behaviors</b>	
<b>A</b>	<b>Proactive Approach</b>
1	Commits time & resources to predict and prevent potential problems
2	Recognizes & acts upon opportunities to address problems
3	Initiates planned actions
4	Monitors & evaluates outcomes
5	Utilizes resources & staff efficiently
<b>B</b>	<b>Team Management</b>
1	Effectively manages & facilitates groups
2	Encourages cooperation & input from Team Members
3	Recognizes team effort & creates a work environment that enhances teams
4	Utilizes tools which results in the participation of all team members
5	Brings conflict into the open while seeking resolution
6	Participates in Employee activities available to them.
<b>C</b>	<b>Ownership Building</b>
1	Guides employees towards independent responsibilities & decision making
2	Provides employees with the necessary resources to do daily tasks
3	Considers employees' views & recommendations; empowers them to carry out departmental plans
4	Accepts responsibility for problems
5	Actively encourages independent responsible choices
6	Demonstrates accountability for job responsibilities
7	Manages operation and capital budget efficiently
<b>D</b>	<b>Talent Development</b>

1	Creates & promotes performance focused development in employees
2	Completes performance appraisals/competency assessments according to GHS policy
3	Utilizes employee peer feedback to assess own performance
4	Provides opportunities for staff to grow & make contributions
5	Provides clear expectations & feedback
6	Demonstrates & recognizes positive attitudes
7	Recognizes & supports quality service
8	Supports training & development of staff

### Section 3. Department Specific Duties and Responsibilities

A	
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety guidelines and polices for Gonzales Healthcare Systems.