



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **CLINIC AIDE I**  
Grade: 01

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs entry-level routine lab work, plotting, dietary recalls, nutrition education, issuing appointments and other clerical duties; Works under Nutritionist or LVN supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs nursing functions as appropriate

Takes and records patients' data on appropriate forms and health records

Pulls and files patients' information

Issues food cards and appointments

Performs Income screening

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Assist in nutrition education and dietary counseling services

Assist in the development of nutrition education programs

Refers individuals to other agencies or institutions for nutrition and dietary services as Appropriate

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from a high school or equivalent (GED)

Graduate from a Vocational school with a certificate of Medical Assistant, Nurse's Aide or related field

One (1) year experience in Public Health

One (1) year of related experience may be substituted for one (1) year of education

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## **CERTIFICATES, LICENSES AND REGISTRATION**

Certification of Medical Assistant, Nurse's Aide or related field

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles of patient care

Skill in the use of equipment used in patient care

Interviewing skills

Ability to communicate effectively

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations