

## POSITION ANNOUNCEMENT

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| <b>JOB TITLE</b>  | <b>HEALTH TECHNICIAN I</b>               |
| <b>TYPE OF VACANCY</b>  | <b>STAFF</b>                             |
| <b>DEPARTMENT/UNIT</b>  | <b>HEALTH &amp; WELLNESS</b>             |
| <b>REPORTS TO</b>   | <b>DIRECTOR OF HEALTH &amp; WELLNESS</b> |
| <p><b>SUMMARY:</b> The University of The Bahamas is the national institution of tertiary education of the Commonwealth of The Bahamas that is committed to the pursuit of knowledge and truth through teaching, learning, research and service to the community.</p>  |  |
| <p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Health Technician I, is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Organize and manage the activities of the office, including but not limited to, correspondence, scheduling appointments/meetings, and making travel reservations when necessary;</li> <li>➤ Receive and screen incoming calls, visitors, and correspondence for priority/importance;</li> <li>➤ Monitor Vital Signs-Health technicians monitor patient vital signs during medical procedures, and alert medical staff to any problems.</li> <li>➤ Perform Basic Medical Tasks-Health technicians perform many basic medical tasks, such as collecting specimen cups from patients, hooking up test equipment, and taking vital signs.</li> <li>➤ Transport Patients-Health technicians assist in transporting patients around the facility, sometimes physically lifting patients for transport.</li> <li>➤ Clean Equipment-Health technicians keep medical equipment clean and well-maintained.</li> <li>➤ Greet and welcome students/clients/visitors, provide initial and ongoing paperwork and outcome measures;</li> <li>➤ Retrieves patient data and enters it in the University data system;</li> <li>➤ Maintain confidentiality of all records, files, and information in accordance with laws and ethical standards;</li> <li>➤ Exhibit communication skills that facilitate interchange between health care workers to provide quality patient care/outcomes;</li> <li>➤ Maintain patient confidentiality;</li> <li>➤ Demonstrate respect and regard for the dignity of all patients, families, visitors, and fellow employees to ensure a professional, responsible, and courteous environment;</li> <li>➤ Commit to recognize and respect cultural diversity for all customers (internal and external);</li> <li>➤ Display professional phone etiquette;</li> <li>➤ Report clinical, administrative or technical problems (using a defined reporting process);</li> <li>➤ Record, complete and distribute minutes of meetings;</li> <li>➤ Assist with interviewing, hiring, training, supervising, evaluating, and terminating student workers as needed;</li> <li>➤ Manage the office e-mail account and liaise with the Director of Health Services for advice on handling replies and distribution;</li> <li>➤ File and print documentation, photocopy, process invoices, and manage filing system for the office;</li> <li>➤ Handle requests for information from staff and students and external callers;</li> <li>➤ Distribute and track postal and messenger services;</li> </ul> |  |

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- Assist with the co-ordination of events and organize / set up meeting rooms including catering requirements as needed;
- Process expenses and maintain record system to track budgets for the departments;
- Liaise with IT and the Physical Plant to report faults and manage their resolution;
- Order and manage medical and office supplies and equipment

### REQUIREMENTS:

- Demonstrate time management skills.
- Possess knowledge of other software and information systems (e.g., Excel, Medical or Human resource systems).
- Skilled in Microsoft Office.
- Demonstrate teamwork and customer service skills
- Ability to work under pressure, meet tight deadlines and perform multiple tasks.
- Demonstrate record keeping and filing skills.
- Certified Clinical Medical Assistant (CCMA) Certification
- Certified or Experienced Emergency Medical Technician (EMT)
- Equivalent Medical Certifications / Experiences
- Minimum of 2 years' experience within a Medical Setting
- Minimum of 2 years' experience as a Nursing Assistant or Clerical Staff in a Medical Environment
- CPR & First Aid Certified

### QUALIFICATIONS:

- Associate degree in relevant area.

**Salary Grade**

**SPS-1**

**Date Published**

**March 4, 2024**

**Application End Date**

**March 15, 2024**

**Date to be Removed**

**March 15, 2024**

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

<https://ubhrapply.info/PeopleFirst>

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Health Technician I.*