JOB DESCRIPTION

Title: Occupational Testing Representative  Job Type: Full-Time Employee
Location: Grand Island  Reports to: Clinical Supervisor

Job Summary
The Occupational Services Representative will work with physicians, PAs and NPs, office and clinical staff to administer routine occupational testing in a fast paced clinic, including but not limited to: Physical Capacity Profile exams, Spirometry, Respirator Fit Tests, Audiograms, drug screens and other testing as required.

Requirements:
Provide exceptional customer service to all patients, vendors, coworkers
Maintain confidentiality regarding patients
Excellent attention to detail
Ability to multi-task
Ability to remain cool under pressure
Ability to take vitals, instruct patients on appropriate testing procedures
Ability to record patient information accurately and efficiently
Ability to learn to administer PCP, Spirometry tests, Respirator Fit Tests, Audiograms
Provide patient education as instructed
Compliance with all rules and regulations of clinic and state laws
Other duties as assigned

Qualifications:
Nebraska licensure as Certified Nurse Aide, Medical Assistant
Superior communication skills, both written and oral
Relationship building skills
Good follow through skills
Familiarity with, AED, EKG, Spirometer, audiometer, WatchPat HST device

I have reviewed and understand the clinical staff job description above.

Signed_________________________________________ Date________________________________