

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 05/02/11

PHLEBOTOMIST – OUTREACH WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Health Department Lead Program and involves responsibility for insuring quality and safe delivery of outreach services to persons age 1-5 years who are at risk for lead poisoning or have been diagnosed with lead poisoning. This employee works under the direct supervision of a Public Health Nurse who serves as Coordinator of the Lead Poisoning Control Program. Tasks include phlebotomy services to client in their homes, in the clinic setting and in other settings such as Head Start, WIC and the United Cerebral Palsy program settings. Tasks also include door-to-door, outreach visits, for the purpose of case finding in neighborhoods with older housing where lead paint has been used. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs phlebotomy services when blood needs to be drawn for laboratory testing procedures, using safe, antiseptic, and sterile techniques;
Performs venipuncture by drawing capillary, venous, and arterial blood from various sites of the body;
Maintains an inventory of phlebotomy supplies and equipment;
Provides phlebotomy services in Lead Confirmatory Clinics, in Well Child Clinics or other clinics;
Makes home visits for the purpose of providing phlebotomy services to confirmed cases of lead poisoning and to other children age 1-5 years who are residing in the home;
Makes follow-up visits to people who have missed appointments at various clinics;
Confers with Program Coordinator on an ongoing basis;
Completes door-to-door casefinding as mandated by program regulations;
Provides screening services in congregate settings through use of a finger stick test to screen for high lead levels;
Assists with patient related and program related paper work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the techniques and procedures of phlebotomy; working knowledge of sterile techniques and appropriate disposal procedures; working knowledge of anatomy and physiology as it relates to phlebotomy; ability and skill in drawing capillary, venous and arterial blood from various sites of the body; ability to make home visits; ability to deal with patients including children, the sick, and the infirm; ability to understand and accurately carry out detailed oral and written instructions; ability to relate and motivate parents of children at risk for lead poisoning; ability to communicate effectively both verbally and in writing; ability to keep records and make reports; ability to get along well with others; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a New York State temporary permit to practice or a valid New York State license as a Licensed Practical Nurse or a Registered Professional Nurse; **OR**
- (B) Completion of an approved course in phlebotomy; **OR**
- (C) Three (3) months of experience at a hospital, clinic, or physician's office performing venipuncture.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 04/18/88

Revised: 03/15/91, 05/02/11