DUTCHESS COUNTY CLASS SPECIFICATION	**Community Health Medical Assistant (Spanish Speaking)**	
DATE ADOPTED: 11/17/2026	LAST REVISION:	

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional medical support position responsible for providing bilingual (Spanish/English) clinical, laboratory, clerical, and outreach services in support of Community Health programs. The incumbent performs essential clinical support functions at the main clinic site and during Mobile Health Unit operations, assists with tuberculosis program activities, and provides Spanish-language interpretation and patient education. Work includes conducting Clinical Laboratory Improvement Amendments (CLIA) waived tests, preparing exam rooms, assisting with record keeping and data entry into public health information systems, and supporting patient intake and flow. Work is performed under the general supervision of clinical and nursing personnel. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs clinical support duties including preparing and stocking examination rooms, assisting clinicians during patient encounters, maintaining clinical supplies and medications supporting vaccine transport and temperature monitoring;
2. Performs phlebotomy and specimen collections, including fingerstick blood draws, ensuring proper labeling, handling, and documentation;
3. Performs data entry and quality assurance activities within electronic databases and medical record systems to maintain complete, accurate, and timely clinical and laboratory records;
4. Conducts (CLIA)-waived tests, performs laboratory quality control, maintains logs, and prepares, processes, and packages specimens for mailings or pickups;
5. Provides Spanish-language interpretation and translation for patient intake, medical terminology, procedures, test explanations, and health education; translates medical documents such as immunization records;
6. Provides clinical testing and outreach support on the Mobile Health Unit including community education, and tabling activities;
7. Supports intake and administrative functions by preparing charts, scheduling appointments, arranging client transportation, collecting fees, issuing receipts, and updating billing information;
8. Supports electronic medical record systems through charting, updating laboratory data, and assisting with medical record accuracy and workflow;
9. Supports the Tuberculosis (TB) Control Program, including Directly Observed Therapy (DOT), Video Observed Therapy (VOT), medication pickup and delivery, and maintaining TB-related records and reporting systems;
10. Maintains laboratory and clinical inventory, orders supplies, monitors stock levels, and ensures availability of necessary materials for clinic and outreach operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of clinical support procedures, including preparing exam rooms, maintaining clinical supplies, assisting with patient intake, and supporting routine clinic operations; knowledge of Clinical Laboratory Improvement Amendments (CLIA)-waived testing procedures, laboratory quality control practices, and specimen handling, processing, packaging, and shipping; knowledge of phlebotomy techniques, including venipuncture and fingerstick collection; knowledge of tuberculosis (TB) control procedures including Directly Observed Therapy (DOT), Video Observed Therapy (VOT), and medication handling requirements; knowledge of infection control practices and safe handling of biological specimens, including awareness of hazards such as bloodborne pathogens and communicable diseases; skill in performing phlebotomy, fingerstick testing, and conducting CLIA-waived point-of-care tests with accuracy and proper technique; ability to follow detailed clinical and laboratory protocols, including quality control, temperature tracking, and vaccine handling requirements; ability to maintain confidentiality and handle sensitive health information in compliance with public health standards; ability to perform work safely in environments with exposure to bodily fluids, hazardous materials, and communicable diseases such as TB; ability to support community outreach and Mobile Health Unit activities, including education, testing, and patient engagement; ability to follow oral and written directions; ability to work, read, write and converse in Spanish and English; ability to perform record keeping activities; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Associate's degree and one (1) year of full-time work experience in a health clinic which involved public contact;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time work experience in a health clinic which involved public contact;

OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Candidates must be fluent in understanding, reading, speaking, and translating Spanish.

2. Must obtain National Board Certification in Phlebotomy within one year of appointment.

3. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

OFFICIAL USE ONLY:

COUNTY BARGANING UNIT: CSEA	**JURISDICTIONAL CLASSIFICATION: Competitive**
COUNTY GRADE: 10	**COUNTY FLSA Code: OT Eligible**
REVISION HISTORY:	