



<b>Job Title</b>	Health Care Technician	<b>Job Code</b>	HS0114
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	14
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Clinical Care

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Clinical Care Professionals** provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

**Job Summary**

Support health care providers by preparing, cleaning, and managing supplies and equipment.

**Representative Duties**

**1. Instrument Care**

- Collects, cleans and packages surgical instruments
- Uses autoclave to sterilize all instruments
- Returns instruments to proper pods
- Keeps logs of daily sterilization

**2. Inventory and Equipment Management**

- Delivers, inventories, and distributes supplies
- Performs minor maintenance on equipment and records outside maintenance calls
- Coordinates annual medical equipment maintenance schedule

**3. Supply Purchasing**

- Negotiates favorable pricing and terms with vendors distribute to areas in need
- Recieves orders and signs invoices

**4. Clinic Support**

- Launders blankets and privacy screens, as needed
- Coordinates with pharmacy for ordering of snacks/water for patients
- Sets up equipment and supplies for immunization clinics on campus
- Assists with annual flu campaign

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**