

HEALTH SERVICE TRAINEE

Nature of Work

Under direct supervision, performs work at the trainee/entry level acquiring the knowledge and abilities to provide basic personal and nursing care related to the treatment, habilitation and rehabilitation for the mentally and/or physically challenged at state operated facilities or in a community setting. Performs basic nursing and personal care, and/or basic therapeutic treatment. Travel may be required. Performs related work as required.

Distinguishing Characteristics

This is a training position in which the incumbent trains until qualified for the next level. The incumbent must complete the hours of course work and practicum described during the hiring process. Some positions will require successful completion of a written examination and/or a skills competency evaluation to complete training for the Health Service Worker.

Examples of Work

In formal classroom and practical training:

- Acquires knowledge of the policies and procedures of the department, facility or service entity.
- Acquires knowledge of the concepts of mental health, health disorders and related physical conditions and treatment approaches.
- Acquires knowledge and abilities in simple nursing care, personal care and hygiene and treatment and programmatic activities.
- Acquires ability to observe, record and report clients' behavior, attitudes and physical condition.

After completion of required training program:

- Bathes, clothes and feeds clients and performs other personal care and hygiene duties for client; performs or assists clients in laundering and mending of clothes.
- Performs basic nursing care services under direct supervision, such as taking temperature, blood pressure and pulse readings, applying soaks and compresses, and cleaning sores and wounds.
- Teaches clients daily living skills such as eating, bathing, grooming, dressing, toileting, etc.
- Interacts with clients in a therapeutic manner.
- Under supervision, participates with other treatment team members in overall therapeutic and rehabilitation activities.
- Performs duties necessary to maintain a safe, clean and orderly living and work area.
- Observes clients' behavior, attitudes and physical condition and reports significant changes to proper staff.
- Escorts clients to meals, therapy, medical appointments and scheduled activities within and outside the facility.

Knowledge, Skills and Abilities

Ability to complete a required training program to acquire knowledges and abilities in basic nursing care, personal care and hygiene, and treatment and programmatic activities.

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HEALTH SERVICE TRAINEE (CONTD)

Ability to perform beginning level duties in simple nursing care, personal care and hygiene, and treatment and programmatic activities.

Ability to read simple written instructions and work manuals.

Ability to follow simple written instructions.

Ability to perform basic arithmetic.

Ability to follow oral instructions.

Ability to keep routine records.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Substitution for Veterans Nursing Facility, Long Term Care Facilities (Hopemont Hospital, Lakin Hospital, John Manchin Sr. Health Care Center and Jackie Withrow Hospital and the long term unit located at Welch Community Hospital): Certification or registration as a Nursing Assistant or Nurse Aide may substitute for the above training.

Established: 7/16/92

Revised: 07/01/2015

Effective: 07/01/2015