

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Interpreter

DEPARTMENT: Public Health, TB Clinic

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Provides oral interpretive and/or written translation services for clients of King County Public Health Department.

WORK ENVIRONMENT: Clinic and Field.

ESSENTIAL FUNCTIONS: Translate written health care materials, health education materials and administrative forms from English into target language. Perform oral interpretive services between medical staff and patients to facilitate communications in a clinical setting or in a home setting due to language and cultural barriers. Interview patients, record medical history and complaints by target language and translate into English or written documentation. Interpret health care provider's diagnosis, recommendations and instructions. Record treatment and comments on progress from patients for provider. Assist provider in educating patients on fact of diseases, disease prevention, clinic procedures and general health care. Assist provider in making referrals to other health care services as appropriate. Advocate uncompensated care for patient. Conduct phone interviews, coordinate appointments and document relevant information under the direction of provider. Assist health care professional in interpreting information to clients on laboratory test results, updating immunization schedule, disease follow-up and/or assigned department's policies and procedures. Travel to various locations throughout King County to provide interpretive services.

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level _____
- Bloodborne Pathogens

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date

Special Requirements:

- CDL
- Respirator use