

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Community Health Worker **JOB CLASSIFICATION** Health Care Assistant

**DOT TITLE** Public Health Educator **DOT NUMBER** 079.117-014

**DEPARTMENT** Public Health, Seattle and King County

**DIVISION** Epidemiology, Planning & Evaluation

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 92

**CONTACT'S NAME & TITLE** Miriam Philby

**CONTACT'S PHONE** 206-263-8263

## ADDRESS OF WORKSITE

401 5<sup>th</sup> Avenue, Suite 900  
Seattle, WA 98114

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 1/23/03

**VRC NAME** Jeff Casem

**DATE REVISED** 9/17/09

## WORK HOURS

8 hours per day, five days per week. Hours vary and are normally conducted between the hours of 7:00am and 10:00pm.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
None.

## JOB DESCRIPTION

Performs in-home outreach visits to implement established project protocols, and makes both recruitment phone calls and phone calls to administer quarterly interviews. Performs home environmental assessments including the collection of dust samples.

## ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## **JOB SPECIFIC REQUIREMENTS**

Knowledge of federal and state health rules and regulations, community agencies and health care resources, medical/nutritional terminology limited to asthma specific terms, which is provided through on the job training.

## **ESSENTIAL FUNCTIONS**

1. Conducts in-home education visits with clients as described in the study protocols, providing a standard set of educational messages, supplies, and equipment.
2. Utilizes a computer generated home action plan based on protocols to improve the environmental quality of each home.
3. Records and monitors clients' progress towards the home action plan goals.
4. Makes recruitment phone calls as part of the recruitment team.
5. Conducts in-home environmental assessments according to research protocols and timelines using the Home Environmental Checklist for enrolled families.
6. Acts as liaison for study participants as they progress through the Better Homes for Asthma study (i.e., arrange for temporary housing &/or storage of possessions for participants during construction, additional testing of clients' homes, addressing participants questions and concerns).
7. Drives to client homes using a personal vehicle.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves and booties.

## **OTHER TOOLS & EQUIPMENT USED**

Mirror, flashlight, doormat, display board, kneel pad, Relative Humidity Meter, stopwatch, digital camera, utility cart, luggage cart, screwdriver, wire cutters, moisture meter, acetone, measuring tape, wire mesh, caulk, cockroach pesticide, rat traps, cockroach traps, computer, phone, fax machine, copy machine, personal vehicle, dust collector (HVS4), equipment bag, wheeled equipment bag, pen/pencil, laminator, vacuum, mop, files, mattress cover, bucket with cleaning solutions, vacuum bags, templates, mechanical arm, tape and vacuum hose.

## **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

## **This job is classified as**

Light per DOT but adjusted to Medium in this particular instance.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds

of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on cement, linoleum, grass, bark, wood, dirt, gravel and carpeted surfaces for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while using the copy machine, conducting fan tests and waiting for doors to be opened by clients. On a rare occasion the employee may need to stand for up to 20 minutes when conducting training.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on cement, linoleum, grass, bark, wood, dirt, gravel and carpeted surfaces for distances of up to 300 feet for up to 5 minutes at a time and up to 1 hour total in a work shift. Most commonly occurs while walking to and from client residences as well as inspecting the exterior of the residences.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on an office chair or automobile seat for up to 1.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing computer duties, talking on the telephone, interviewing clients and driving a vehicle with an automatic transmission.

**Climbing stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time while climbing up to 3 flights for up to 12 minutes total in a work shift. Most commonly occurs while walking to and from client residences, which may be on the third story. Employee climbs stairs while transporting bag of equipment that weights approximately 40 pounds. It is not necessary to carry the bag with the HVS4, as is equipped with wheels and is best rolled/pulled up stairs.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on uneven surfaces, slippery surfaces, dirt and gravel for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while walking to and from client residences that may be poorly maintained and taking pictures.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to one minute at a time for up to 8 minutes total in a work shift. Most commonly occurs while inspecting residences for water damage and cracks as well as when inspecting bathroom fans.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reading maps, obtaining maps online, taking notes, performing dust collection duties and performing home inspections.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves, picking objects up off of the floor, measuring mold, performing vacuum demonstrations and checking for mold in cabinets as well as cleaning, assembling and disassembling the HVS4. The employee might be able to reduce bending/stooping by alternating with squatting or kneeling if needed.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves, picking objects up off of the floor, measuring mold, performing vacuum demonstrations and checking for mold in cabinets as well as cleaning, assembling and disassembling the HVS4. The employee might be able to reduce kneeling by alternating with bending/stooping or squatting if needed.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves, picking objects up off of the floor, measuring mold, performing vacuum demonstrations and checking for mold in cabinets as well as cleaning, assembling and disassembling the HVS4. The employee might be able to reduce squatting by alternating with bending/stooping or kneeling if needed.

**Crawling**

Health Care Provider initials if restricted \_\_\_\_\_

Rare on flat carpeted or linoleum surfaces for distances of up to 20 feet for up to 20 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs while measuring molds as well as cleaning, assembling and disassembling the HVS4.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1.5 hours at a time for up to 4 hours total in a work shift while driving a vehicle with a personal vehicle with an automatic transmission as well as operating the HVS4.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 15 seconds at a time for up to 1 minute total in a work shift while removing and replacing files on high shelves or in high cabinets as well as conducting fan tests.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while typing, driving a personal vehicle, writing, performing vacuum demonstrations and obtaining samples.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves, loading and unloading equipment from a vehicle, measuring mold,

performing vacuum demonstrations and checking for mold in cabinets as well as cleaning, assembling and disassembling the HVS4.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves, loading and unloading equipment from a vehicle, measuring mold, performing vacuum demonstrations and checking for mold in cabinets as well as cleaning, assembling and disassembling the HVS4.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 1-8 pounds while removing and replacing files and supplies as well as using the assessment tools.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 300 feet for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 1-8 pounds while transporting files, supplies and assessment tools to and from the client residences. The employee may need to carry their assessment tools up three flights of stairs two times per shift.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating an equipment bag in and out of a vehicle.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 300 feet for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting an equipment bag to and from client residences.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 40 pounds while manipulating an equipment bag in and out of a vehicle.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 300 feet for up to 5 minutes at a time with a force of 10-20 pounds for up to 45 minutes total in a work shift. Most commonly occurs while pushing or pulling a wheeled equipment bag to and from client residences and vacuuming.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1.5 hours at a time for up to 5 hours total in a work shift while vacuuming and driving a vehicle as well as manipulating equipment bags, cleaning materials, door mats and the HVS4.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1.5 hours at a time for up to 4 hours total in a work shift while driving a vehicle with a personal vehicle with an automatic transmission as well as operating the HVS4.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1 hour at a time for up to 3 hours total in a work shift while performing computer duties, writing, manipulating a measuring tape, performing assessments and manipulating paperwork.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 5 seconds at a time for up to 30 seconds total in a work shift while feeling walls and floors for moisture and dust as well as feeling water temperature.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while conversing with co-workers and superiors as well as when using the telephone and conducting client interviews.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while conversing with co-workers and superiors as well as when using the telephone and conducting client interviews.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1.5 hours at a time for up to 7 hours total in a work shift while performing computer work, driving, performing inspections of client households and reading maps as well as reviewing, completing and modifying interview worksheets.

**Working with Heightened Awareness**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while maintaining close attention to detail and identifying clues of potential health hazards when performing inspections. The employee also has direct interaction with the general public which can include potentially hostile persons.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting as well as the homes of the general public. Workers are exposed to potentially contagious or infectious conditions, cigarette smoke, the general public, potentially hostile persons, domestic animals, infestation and unsanitary conditions.

**The noise level is**

Approximately 40-85 decibels. The noise is caused by a vacuum/HVS4.

HCP Initials if Restricted

\_\_\_\_\_

**Work environment may include the following exposure(s):**

Outside weather: Occasionally

Non-weather related temperatures below 55 degrees: Rare

HCP Initials if Restricted

\_\_\_\_\_

\_\_\_\_\_

KING COUNTY JOB ANALYSIS COMPLETED ON:  
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Non-weather related temperatures above 75 degrees: Rare  
Humidity/dampness: Rare  
Fumes: Rare  
Odors: Frequently  
Dusts: Frequently  
Vibration: Rare  
Toxic or caustic chemicals: Rare


**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic workstation for office and computer work.  
Equipment bag with wheels.  
Ergonomic chair with lumbar support for added comfort during extending durations of sitting.  
Mechanical arm to conduct fan tests and pick up traps.

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### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_
- Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_

- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Temporary until \_\_\_\_\_       Permanent effective \_\_\_\_\_

- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_       Not expected

The limitations are due to the following objective medical findings:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider  
\_\_\_\_\_

Signature of Health Care Provider \_\_\_\_\_

Date \_\_\_\_\_