SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _________________________  JOB TITLE: Personal Health Services Supervisor
DEPARTMENT: Public Health, TB Clinic    WORK SCHEDULE: 40/week
JOB DESCRIPTION: Directly supervises the work of professional, paraprofessional and support staff assigned
to health care services programs. Plans, implements and evaluates personal health services programs,
supervising the work of staff in a variety of job classifications and working on multiple projects at various
locations. The incumbents in this classification also select new staff, ensure skills development and oversee the
maintenance and compliance of applicable professional standards and regulations.

WORK ENVIRONMENT: Clinic
ESSENTIAL FUNCTIONS: Supervise assigned staff including evaluating, counseling and disciplining. Oversee
the delivery of all health services to clients at assigned work locations. Identify resources and allocate staff to
meet personal health services program needs. Participate in planning, implementing and evaluating personal
health services programs. Participate in strategic planning and quality improvement efforts of the department,
including the community health planning process. Evaluate, implement and monitor quality assurance standards
to ensure compliance with laws, regulations, policies and procedures. Oversee the planning and coordinating of
training and orientation programs to meet staff needs and facilitate staff development. Manage the hiring
process for assigned staff. Participate in budget development process and monitor budget for assigned work
unit. Work collaboratively with the community in developing, evaluating and implementing short- and long-range
Seattle/King County Department of Public Health goals and objectives.

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

________________________________________     _____________
Physician’s Signature                 Date

Exposures:

___Outside weather
___Non-weather related
temp below 55\(^\circ\)
___Non-weather related
temp above 75\(^\circ\)
___Humidity/dampness
___Moving mechanical parts
___Exposed high places
___Vibration
X Toxic or caustic chemicals
___Confined spaces
___Wet
___Gasses
___Fumes
___Odors
___Dusts
___Mists
___Radiation
___Explosives
___Noise Level ___________
X Bloodborne Pathogens

Special Requirements:
□ CDL   X Respirator use