

## JOB DESCRIPTION

<b><u>POSITION TITLE:</u></b> Screener	<b><u>FLSA STATUS:</u></b> Non-Exempt Hourly
	<b><u>DATE:</u></b> 8/27/2018
<b><u>REPORTS TO:</u></b> Screening Program Manager	<b><u>REV. DATE:</u></b> 8/27/2018

### **Position**

Full-Time

### **PRIMARY PURPOSE:**

Conduct: (1) dental, hearing, and/or vision screenings and provide administrative support for assigned screenings; (2) perform administrative tasks for dental, hearing, and vision screening programs; and (3) provide information and give presentations to the community on HKF's programs.

### **CLASS CHARACTERISTICS:**

A screener's primary duties are to conduct dental, hearing, and vision screenings throughout Santa Clara County; and provide administrative support for those programs. Employee must be available to work non-traditional business hours, including early mornings, nights, and weekends, as required by the position.

### **SUPERVISES:**

None

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Conduct dental, hearing, and vision screenings among children at various locations throughout Santa Clara County; and provide administrative support for processing screening results and distributing them to the locations.
  - a. Conduct dental, hearing, and vision screenings with assigned team member or alone.
  - b. Enter screening information into database.
  - c. Perform administrative tasks, such as mailing consent/opt out forms and results to screening sites.
  - d. Maintain adequate supplies for the screening programs.
  - e. Be responsible for maintaining accurate data for screenings
  - f. Conduct phone calls the week prior to and the day before to finalize screening logistics with site coordinators/directors/teachers.
  - g. Coordinate screening work with dentists who perform the dental screenings.
  - h. Manage individual screening calendar.
2. Provide information and make presentations on all HKF programs to the community.
3. Collect written stories and/or photos from screening sites who benefited from HKF's programs and obtain signed media releases.

4. Work early mornings, evenings, and weekends, as needed.
5. Other duties as assigned.

**REQUIREMENTS:** (R=Required; D=Desired)

1. BA/BS in related field(R)
2. Comprehensive knowledge of the local community and demonstrated ability to relate to the diverse cultures of the residents in our region. (R)
3. Exceptional computer skills, Microsoft 2013 Programs, Web Browsers, Google docs, other Cloud-based software, and database experience. (R)
4. Fluent in Spanish and English. (D)
5. Available and willing to work a non-standard workweek, including flexible schedules, early mornings, evenings, and weekends to spend significant amount of time working in the community, essential to meet the service requirements of this population. (R)
6. Willing and able to work in varied environments (e.g., outside, in a public place or office, at school facilities, etc.). (R)
7. Able to adapt to a changing environment, work independently and multi-task. (R)
8. Excellent organizational skills, able to appropriately plan and prepare all materials in a timely manner. (R)
9. Communicate effectively and in a professional manner that encourages teamwork and productivity with a variety of community contacts, government agencies, and HKF staff. (R)
10. Demonstrated ability to make effective public presentations to groups in a public setting; sufficiently proficient orally and in writing in a bilingual environment to answer questions and develop information in English and Spanish; excellent listening skills. (D)
11. Highly effective interpersonal and problem-solving skills; non-judgmental demeanor; and ability to deal well with a very diverse population, negotiate differences, determine appropriate action and/or follow up, and work with difficult or aggressive people. (R)
12. Able to prepare clear and concise reports; experience with project management and completion; able to meet deadlines in a consistent and reliable manner. (R)
13. Proficiency in online computerized applications, such as proprietary databases, Excel, PowerPoint, Publisher, and Word, to enter/retrieve data and prepare reports. (R)
14. Maintain confidentiality of all information contained in reports, records, documents, and business communications in general. (R)
15. Meet employer grooming, business dress standards and present oneself in a professional manner while in the field and/or when representing HKF to the community. (R)
16. Reflect HKF in all activities; recognize that this role cannot easily be separated from the individual, even in activities outside of work. (R)
17. Possess a valid California Driver License, with access to a reliable vehicle and current proof of insurance, or have the ability to provide reliable, alternate transportation if prohibited by a medically documented disability from obtaining a driver license. (R)

18. Physical requirements needed to perform the essential functions of this job, with or without accommodation:
- a. Dexterity, Mobility and Strength Requirements: ability to perform repetitive motion (keyboard); writing/note-taking; ability to independently lift and carry up to 40 lbs.; ability to stoop, reach; and stand for extended periods. (E)
  - b. Visual Requirements: ability to read close-up and do close-up work. (R)
  - c. Hearing/Talking Requirements: ability to hear normal speech, hear clearly, and talk on telephone. (R)
  - e. Emotional/Psychological Requirements: ability to deal with public contact on the phone, in person, and in public presentations; decision making; concentration. (R)

**DISCLAIMER:**

The job duties, responsibilities, skills, functions, educational factors, and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that an employee may be required to perform. Healthier Kids Foundation reserves the right to revise this job description at any time.