

# Position Description

## POSITION INFORMATION

|                  |  |                  |        |                 |  |            |  |
|------------------|--|------------------|--------|-----------------|--|------------|--|
| POSITION TITLE:  | Vital Statistics Intern  |                  |        |                 |  |            |  |
| UNION STATUS:    | <input type="checkbox"/> AFSCME <input type="checkbox"/> ONA <input checked="" type="checkbox"/> NBU |                  |        | UNION TITLE:    | N/A  |            |  |
| FLSA STATUS:     | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt                       |                  |        | CIVIL SERVICE:  | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified |            |  |
| DIVISIONAL UNIT: | Finance  |                  |        | DEPARTMENT:     | Vital Statistics   |            |  |
| EMPLOYMENT:      | <input checked="" type="checkbox"/> Temporary  |                  |        | HOURS PER WEEK: | Flexible   | PAY LEVEL: |  |
| WORK LOCATION:   | TLCHD  | WORK HOURS:      | Varied |                 | WORK DAYS:   | Varied     |  |
| REVISION DATE:   | 8-18-2023  | ADDITIONAL INFO: | N/A    |                 |  |            |  |

## POSITION SUMMARY

The Vital Statistics Intern will work within the Finance Department with the Vital Statistics program at the Toledo-Lucas County Health Department. They will work directly with all Vital Statistics staff members, including the Vital Statistics Supervisor to further their experience and to gain understanding of birth and death record procedures, retention periods, and TLCHD's responsibilities. The intern will also work with other public health programs and divisions as required.

## POSITION ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work toward completion of primary project(s) established with Supervisor.
2. Assist and shadow Vital Statistics staff with day to day functions to learn the scope of work for a public health worker.
3. Assist in scanning and indexing fetal death records into OnBase.
4. Perform other tasks or duties within the scope of the TLCHD at the request of the Finance Director, Vital Statistics Supervisor, and other organization leaders.
5. Adheres to PHAB core competencies including, but not limited to: T1:1.2.2, 1.2.5, 1.3.2, 1.3.3, 1.5.4, 1.8.6, 3.1.5, 3.2.1, 3.2.2, 3.2.3, 3.2.7, 3.4.2, 4.1.4, 7.4.1, 7.4.3, and 7.10.5.
6. Complete HIPAA, ICS, and other relevant trainings pertinent to Vital Statistics.
7. Attends and participates in conferences, seminars, trainings, or related education classes as assigned.

## MINIMUM QUALIFICATIONS

- Interest in or pursuing a Bachelor's in Health Administration, Public Health, or closely related field
- Must have and maintain throughout employment a valid driver's license, reliable transportation, and be insurable under the Lucas County Commissioners Risk Management.

{MORE}



# Position Description

## ADA SPECIFICATIONS

This position is classified as Office-2 and performs a wide range of functions for the Toledo-Lucas County Health Department. Further information may be obtained from Human Resources.

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## DISCLAIMER

The essential duties and responsibilities defined within this position description are not an all-inclusive list, but a general summary of purpose and primary function of the position. An individual employed in this position may be asked or assigned to perform a wide-range of related tasks, within the scope of the position, department/division, union affiliation, etc. as deemed appropriate by management.

**The Toledo-Lucas County Health Department is an equal opportunity employer.**