

FEDERAL WORK STUDY PROGRAM

College Respiratory Care Worker

Location: Griffin 7:30 a. – 6:00 p.

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Respiratory Care department. Greets college visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Assists with maintaining and cleaning equipment within the respiratory care lab; Assist with setting up the lab for student skills assessment; ensures necessary equipment and/or materials are available in preparation for classes and/or seminars; assists with maintaining an orderly and clean environment in and around the office; provides administrative support such as typing, filing, ordering supplies, shredding documents, data entry, sorting mail, etc.; performs other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**   
Knowledge of medical terminology; Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper phone etiquette; ability to maintain professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a copy and fax machine; must be detailed oriented.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.