

UW HEALTH JOB DESCRIPTION

YOUTH APPRENTICE

Job Code: 540086	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: May 2023
Department: HR – Career Pathways		HR Approval: S. Whitlock	Date: May 2023

JOB SUMMARY

The Youth Apprentice is a high school junior or senior who provides administrative, technical, and clerical support in various operational areas across the organization. Intended as an on-the-job learning experience, the Youth Apprentice will be trained and mentored by full-time staff to provide assistance in clinical and nonclinical settings, depending on their specific placement. The Youth Apprentice will gain exposure to a variety of healthcare career pathways and have opportunities to shadow in areas of interest.

Participating areas include but are not limited to:

- Outpatient Clinics
- Inpatient Units
- Inpatient and Outpatient Pharmacy
- Radiology and Imaging
- Patient Scheduling and Ambulatory Access
- Facilities and Maintenance
- Clinical Nutrition
- Respiratory Therapy
- Inpatient and Outpatient Rehabilitation Services

MAJOR RESPONSIBILITIES

The Youth Apprentice responsibilities will vary by department. Tasks and responsibilities will be assigned by participating operational area manager and may include:

- Performing entry-level functions to support department operations.
- Assisting full-time staff as requested and with appropriate training and supervision.
- Shadowing staff across the organization.
- Provide assistance to:
 - Outpatient clinic and department staff, including greeting patients, providing excellent customer service, rooming patients, cleaning, sterilizing, and re-stocking exam and procedure rooms, cleaning and sterile processing of instruments, drawing vaccines, assisting with updating patient documentation, and completing opening/closing tasks.
 - Outpatient/inpatient Lab staff by receiving, transporting, and processing specimens and assisting with basic laboratory testing services.
 - Patient Scheduling staff by greeting patients, answering phones, mailing, and scheduling appointments and follow-ups.
 - Inpatient and outpatient Pharmacy staff, including receiving, distributing, managing, and storing pharmaceutical products and supplies in accordance with pharmacy department policies.
 - Maintenance and Engineering staff, including assistance with preventative maintenance, inspection, troubleshooting, and repair of building, food service, and direct/indirect patient care equipment.
 - Imaging (x-ray and ultrasound) staff, including greeting, rooming, and transporting patients, preparing contrasts, and under limited circumstances assist with patient positioning.
 - Inpatient Clinical Nutrition and Culinary Operations staff, including distributing medically prescribed meals to patients at the hospital, assisting with patient meal orders by phone or in person in patient rooms, and supporting milk & formula lab operations by distributing human milk, formula feedings, and enteral feedings while maintaining documentation.
 - Inpatient Nursing staff, including tubing/running specimens to lab, stripping and making beds, emptying trash and linens, restocking supplies, and assisting with Nursing Assistant functions.
- Other duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

Education	Minimum	High school junior or senior, 16+ years old, on track to graduate. Completion of at least two (2) health science courses or other related coursework
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Work Experience	Minimum	Six (6) months customer service experience
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	Certified Nursing Assistant, Phlebotomy Certification or Pharm Tech Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Excellent verbal, listening, and communication skills Basic computer and typing skills Knowledge of medical terminology Ability to handle multiple priorities simultaneously and be flexible in response to changing demands Excellent organizational skills Ability to think independently and demonstrate good problem-solving skills Ability to work in a team and collaborate with a variety of individuals in a positive matter May need to float to other locations based on operational needs Basic knowledge of sterile techniques, universal precautions, OSHA standards preferred Demonstrate ethical and professional behaviors at all times

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

x	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
x	Toddlers (1 – 3 years)	x	Young Adult (20 – 40 years)
x	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	x	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
x Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.