

Caswell County Health Department
Invites applications for the position of:

Medical Office Assistant

SALARY: Hire in at \$24,480.00 with 4% increase at the end of 9-month probationary period

OPENING DATE: 12/08/2021

CLOSING DATE: Open until filled

DESCRIPTION:

The Caswell County Health Department has an opening for a Medical Office Assistant. The employee in this position serves as the as the Medical Office Assistant in the Health Department's clinic. This position also provides services in the lab, through specimen collection and processing. The Health Department's clinic provides comprehensive health care to patients through primary care, child health, family planning, immunizations, maternal health, and STI programs.

Work is performed under the general supervision of the Director of Nursing. This employee performs within the scope of practice for a Medical Assistant/Certified Nursing Assistant and Phlebotomist and follows directives from registered nurses and mid-level providers.

Participation in a drug screen and background check are required.

Caswell County is an equal employment opportunity employer.

EXAMPLES OF DUTIES:

The following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. A position may not include all the work examples given, nor does the list include all that may be assigned.

- Assist in maintaining orderly clinic flow by routing clients to exam rooms, lab, and appointment clerk as needed
- Assist providers as needed
- Check vital signs and document findings and basic medical history in the Electronic Health Record (EHR)
- Collect blood draws and other lab specimens as directed by medical orders.
- Process lab specimens for shipment to outside labs
- Change drapes and exam trays as necessary and clean rooms after client visit
- Clean instruments and sterilize instruments after clinical usage backup
- Restock clinic rooms and lab room with supplies weekly and as needed
- May be asked to provide back-up coverage to front desk reception

TYPICAL QUALIFICATIONS:

FULL PERFORMANCE OF KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of principles and practices of patient care and techniques of practical nursing.

A thorough knowledge of phlebotomy principles

Considerable knowledge of common health and safety precautions in working in clinical settings.

A working knowledge of computers including general office productivity software and electronic health records

Effective written and verbal communication skills

Organizational skills

Ability to establish rapport and relate to clients from various segments of the socioeconomic spectrum

Ability to related to a variety of service disciplines (ex. Physicians, Nurse Practitioners, Social Workers, etc.)

Ability to use sound judgment and empathy in dealing with patients.

Ability to follow written and verbal instructions

Ability to learn basic lab techniques

Ability to properly perform measurements such as blood pressure, pulse, height, weight, temperature, etc.

Ability to use autoclave equipment
Ability to prioritize work assignments and manage time effectively

MIMIMUM QUALIFICATIONS:

High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school; **OR**
General Educational Development diploma and a combination of one year of clerical and health/dental related experience; **OR**
An equivalent combination of education and experience.

Additional Training/Experience:

Registration as a Nurse Aide I or II by the NC Board of Nursing within four months of employment
Phlebotomy Certification
CPR Certification
Medical Assistant Certification

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Driver's License for the type of vehicle or equipment operated.

All offers of employment are conditional upon successful clearance of a background check and pre-employment drug testing. Employment cannot commence until the employee has been cleared.

May be required to possess additional certification(s) as deemed necessary by the Nursing Supervisor I.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARD

Must be able to physically perform the basic life operational support functions of standing, walking, stooping, crawling, fingering/typing, talking, sitting, bending, kneeling, climbing, grasping, hearing, handling, pushing, pulling, lifting, carrying, reaching and repetitive motions of the hands/wrists/feet.

Must be able to perform sedentary work, exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer termina.

Must be able to be exposed to chemicals, contagious and/or infectious diseases, and blood borne pathogens.

May be subject to possible hazards that include emotional stress due to the nature of interactions with clients or service providers, irate clients and/or family members who may be hostile, resistant or violent.

APPLICATIONS MAY BE FILED AT:

bhodes@caswellnc.us

189 County Park Road – PO Box 1238
Yanceyville, NC 27379
336-694-4129

Position #: MOA-2
Medical Office Assistant

* Required Question

Medical Office Assistant SUPPLEMENTAL QUESTIONNAIRE

1. I understand that resumes are welcomed but do not substitute for the work experience section of this application and failure to complete the work experience section will result in an incomplete application, which will not be considered for eligibility. Did you fully complete the work experience section of this application? *

<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Please indicate which of the following best describes your education:*
<input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Completion of one-year training formal training course in medical office assisting at a community college or technical institute or high school <input type="checkbox"/> <input type="checkbox"/> Other: _____
3. List any other certifications or licensure you currently hold.*
4. Do you have a valid driver's license?*
<input type="checkbox"/> Yes <input type="checkbox"/> No
5. How many years of medical/dental related experience do you have?*
<input type="checkbox"/> None <input type="checkbox"/> Less than 2 years <input type="checkbox"/> More than 2 years
6. Please describe your social work and case management experience.*
<input type="checkbox"/> Registration as a Nurse Aide I or II by the NC Board of Nursing <input type="checkbox"/> Medical Assistant Certification <input type="checkbox"/> Phlebotomy Certification <input type="checkbox"/> CPR Certification
7. Please describe your public health experience.*
8. All Health Department employees are considered to be first responders for public health emergencies, such as the current COVID-19 pandemic. During a response, you may be called to work in different roles and different hours than what you were originally hired to do. Are you willing to serve as a public health first responder?*
<input type="checkbox"/> Yes <input type="checkbox"/> No