

**Caswell County Health Department  
Invites applications for the position of:**

# Medical Office Assistant

**SALARY:** Hire in at \$28,800.00 with 4% increase at the end of 9-month probationary period

**OPENING DATE:** 09/08/2022

**CLOSING DATE:** 09/21/2022

**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](mailto:bhodes@caswellnc.us)

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

Position #: MOA-2  
Medical Office Assistant

\* Required Question