

ERIE COUNTY HEALTH DEPARTMENT
JOB POSTING #2018-35
The Erie County Health Department is an Equal Opportunity Employer

POSITION: Medical Assistant

DIVISION: Nursing

SALARY: Commensurate with experience

WORKING HOURS: Full Time Time 8:00 a.m. – 5:00 p.m. – Monday through Fridays, occasional weekend or evening hours – Hours may be altered to accommodate Agency need.

START DATE: Immediate Opening

POSTING DATE: Monday, August 20, 2018

CLOSING DATE: Friday, December 28, 2018, at 5:00 p.m. or Until Filled

CONTACT PERSON: Kathy Bango, Human Resources Office

ESSENTIAL ELEMENTS:

- Greets patients in waiting room, facilitates flow of patients from waiting room to examination room in a timely manner to meet scheduled appointment times.
- Interviews patients to obtain medical information and measure their vital signs, weight, and height.
- Records patients' medical history, vital statistics, and information such as test results in medical records.
- Instructs, prepares, and assists patients, as necessary, for the physician/nurse practitioner/nurse midwife.
- Prepares and administers medications as directed by a physician/nurse practitioner/nurse midwife.
- Performs routine laboratory tests and sample analyses.
- Helps physician/nurse practitioner/nurse midwife examine and treat patients.
- Contacts medical facilities or departments to schedule patients for tests.
- Prepares treatment rooms for patient examinations, keeps the rooms neat and clean.
- Cleans and sterilizes instruments and disposes of contaminated supplies.
- Schedules appointments for patients.
- Checks department refrigerator temps and records on a daily log.
- Assumes responsibility for the maintenance of a neat, organized and well-stocked exam and supply room.
- Performs inventory and orders medical, lab, and office supplies and equipment.
- Cares for medical equipment and supplies and monitors sterilization of appropriate equipment.
- Performs general office duties such as answering telephones.
- Records messages for nurse from nursing voice mail.
- Participates in follow-up patient phone calls.
- Recognizes and reports to the Clinic Supervisor or staff nurse, any change in the physical or mental status of the client.
- Participates in clinic services/staff meetings, conferences with other clinic staff.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.

Job Posting 2018-35 – Continued

- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

NON-ESSENTIAL ELEMENTS:

- Participates in special projects as directed by the Clinic Supervisor.
- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

MAJOR CHARACTERISTICS OF JOB PERFORMANCE:

- Ability to learn, follow directions, and communicate.
- Knowledge of agency rules and services.
- Knowledge of principles of basic personal care tasks.
- Knowledge of principles of asepsis.
- Knowledge of verbal and written communication.
- Reads and writes.
- Makes and reports observations.
- Carries out instructions.
- Understands differing cultures, lifestyles and opinion and flexible in a variety of settings and work conditions
- Utilizes good body mechanics.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Handles the physical demands of providing personal care to disabled clients.
- Maintains confidentiality.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Must have successfully completed the training and testing requirements for certified medical assistant Certified health care provider CPR. Knowledge of agency rules and services; principles of asepsis; verbal and written communication. Ability to read and write; make and report observations; carry out instructions; be tolerant of differing cultures, lifestyles and opinions; be flexible in a variety of settings and work conditions; utilize good body mechanics and maintain confidentiality. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

Qualified applicants may apply to the Human Resources Department, Erie County Health Department, 420 Superior Street, Sandusky, Ohio, (419-626-5623, Ext. 194) OR visit our website at www.eriecohealthohio.org where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be stamped in the Human Resources Department prior to 5:00 p.m. on December 28, 2018 or until filled. EOE/AA/ADA

Physical Requirements include at least:

Total Hours:	One Time:	Eight-Hour Day:
Sit	3.0 Hours	2.0 Hours
Stand	1.0 Hours	5.0 Hours
Walk	0.5 Hour	1.0 Hour
Amount:		
Less than 5 lbs.	Lift: Constant	Carry: Constant
6 – 10 lbs.	Constant	Constant
11-20 lbs.	Frequent	Frequent
21-25 lbs.	Frequent	Frequent
26-50 lbs	Frequent	Frequent
More than 50 lbs.	Frequent	Frequent
<i>Bend:</i> Frequent	<i>Squatting:</i> Frequent	
<i>Crawling:</i> Occasional	<i>Climbing:</i> Frequent	
<i>Reaching:</i> Frequent	<i>Move fingers/limbs easily:</i> Frequent	
Work Conditions		
Unprotected heights		No
Being around moving machinery		Yes
Exposure to marked changes in temperature and humidity		Yes
Driving automotive equipment		Yes
Exposure to dust, fumes and gases		Yes
Use Hands in Repetitive Action Such As:		
Simple Grasp:	Right: Yes	Left: Yes
Push/Pull Arm Controls:	Right: Yes	Left: Yes
Fine Manipulation:	Right: Yes	Left: Yes
Use Feet in Repetitive Movement of Leg Controls:		
Right: Yes	Left: Yes	Both: Yes

Approved for Content & Posting: _____



Date

08/17/18