APPALACHIAN DISTRICT HEALTH DEPARTMENT

DISTRICT OFFICE: 126 Poplar Grove Connector, Boone, NC 28607
Telephone 828-264-4995 Fax 828-264-4997
www.apphealth.com

Health for All: Promote. Prevent. Empower.

POSITION ANNOUNCEMENT

DATE: **September 9, 2016**

POSITION: **Medical Assistant Position # 405-53-807**
State Classification: Medical Office Assistant
100% Time

LOCATION: District Employee: work will primarily be located in Ashe County with the potential to cover any county location, when needed

HOURS: Monday-Friday 8:00 am to 4:45 pm. Occasional early morning or evening hours required.

SALARY: Grade 58
Salary Range: $24,564-$40,152

DESCRIPTION: This position will be responsible for clinical medical office assistant duties in the Ashe County Health Department clinical service programs. The selected employee will report to the Ashe Clinical Services Manager.

The employee will perform height, weight, vision and hearing screenings for patients, obtain history and vital signs on all clinic patients; assist nurses and physicians in clinic with standard assignments such as: patient interviews, form preparation, lab requisition and will assist providers with patient exam, as needed. Perform laboratory functions such as urine tests, finger sticks and venipuncture; prepare specimens for microscopic viewing and / or transport to outside lab. Maintain and monitor lab logs and manuals. The employee will participate in the Quality Control Program, i.e. proficiency testing, maintenance of equipment, etc. under the supervision of the lab manager and clinic manager. In addition, the employee will order and maintain stock of clinic supplies, responsible for assuring supplies are organized in central supply room and lab. The employee's responsibility will also include keeping the patient waiting area, exam rooms and assigned work areas neat and clean. Additional duties will include assistance to clerical and/or clinical staff consisting of immunization outreach, tracking, follow up and data entry.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of patient care and techniques of practical nursing.
- Knowledge of common health and safety precautions while working in local health departments or clinical practice settings.
- Ability to work with staff and patients, under supervision, as set up by departmental policies.
- Ability to maintain clerical records and to compile reports from these records.
- Ability to use sound judgment and empathy in dealing with patients.
- Ability to follow oral and written instructions.
- Ability to demonstrate competency in clinical skills required.

Additional requirements:
Applicant must have a comfortable working knowledge of computer use and have basic email skills. Excellent verbal communication skills are essential for this position in interacting with clients, coworkers, and other community stakeholders. This position will require a high energy employee who is willing to prioritize customer service, clinic efficiency, and can deliver culturally sensitive quality care in their daily work.

Other Requirements: Due to the nature of this position, a dependable vehicle and valid driver's license is required for regular travel within the District and other state required meetings as assigned.

Minimum Training and Education:
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.

Certified Medical Office Assistant and fluency in speak Spanish are preferred. Chosen candidates who are not certified in medical assisting will be required to become a Certified Medical Assistant within one year.

CLOSING DATE: September 23, 2016

APPLICATION PROCESS: Applications may be accepted by mail to the post office box address listed below or in person. Applicants wishing to hand-deliver items may drop off items requested at the Alleghany County office located at 157 Health Services Road, Sparta, NC 28675 during normal business hours 8:00am-4:45pm, up to 4:45pm on Friday, September 23, 2016.

Send Cover Letter, State Application and Resume to:

Attention: Sheila Andrews
Appalachian District Health Department –Business Office
P.O. Box 309
Sparta, NC 28675
Phone (336) 372-5641

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