



JOB DESCRIPTION

JOB TITLE: Public Health Medical Assistant (MA)

CREATED: 06.3.2022

Full Time, Hourly

\$17.50 - \$20.00 (Additional dollars for bilingual candidates)

SUPERVISOR | Director of Client Health Services

DEPARTMENT | Client Health Services

LOCATION:

- Based in Morgan or Logan County

PRIMARY DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department (NCHD) retains the right to modify or change the duties, or essential and additional functions, of the job at any time.

The Medical Assistant is assigned to a multi-disciplinary team in order to assist in performing administrative and clinical duties under the Medical Director's Standing Orders, the Family Planning Provider, and the nurse in charge of a county/program.

The Public Health Medical Assistant (MA) will be an integral part of community-based client/clinical services and education including those duties under Family Planning, Specialty Clinics and Immunizations.

Essential Duty Summary:

- Assists in the maintenance of the clinic area including preparation, cleaning and stocking of areas.
- Assures rooming of clients including client interviewing, taking vital signs and documenting pertinent information.
- Assures reports, labs, and information are complete in the medical record and secures patient information maintaining patient confidentiality.
- Assist providers as needed on clinic days.
- Assists in assuring of logs including refrigerator temps, emergency medications, etc.



- Maintains a safe, secure and healthy work environment following standards and procedures; complying with legal regulations.
- Assists in phone messages, providing feedback and answers to calls.
- Assists in performing routine screenings for patients (vital signs, height, weight)
- Assists in obtaining lab specimens complete with appropriate labels and lab slips.
- Assists in the delivery of oral contraceptives as noted in standing orders.
- Administers intramuscular, subcutaneous or intradermal injections/tests as noted in standing orders for immunizations, medications and PPD testing following assurance of competency and/or necessary training.
- Provides educational information related to testing family planning, and immunizations.
- Schedules clients as needed.
- Follows guidelines for appropriate training completion in all areas of client services as deemed necessary by program leads and/or Director of Client Health Services.
- Assists with data input for state and agency reports. Processing program paperwork and entering data into corresponding software applications.
- Verifies charges for services.
- Operates office machines such as computers, scanners, copy machines, phones.
- Maintains current certifications and continued training as directed.
- Maintains professional conduct; using exceptional customer service skills to represent NCHD; promoting and maintaining a positive public image; fostering professionalism in the workplace and community.
- Other duties as assigned by the Director of Client Health Services.

QUALIFICATIONS

A successful Public Health Medical Assistant candidate:

- Will have graduated from an accredited Medical Assistant program
- Will have and maintain CPR certification
- Will have Minimum Experience
 - Preference 2 years in a clinic setting
 - Past experience in EMR, utilization of Word, Excel and Google
- Will have knowledge of concepts of public health nursing practice and ability to apply concepts with moderate supervision.
- Will have the ability to develop sound judgment relative to delivery of program services.
- Will demonstrate an incredible work ethic and passion for community health.
- Will demonstrate the ability to speak, read, and write English; Spanish or other languages highly desired.



- o Bilingual Incentive: NCHD compensates bilingual employees with an additional salary stipend to recognize the value it brings to our operations.
- Will demonstrate excellent interpersonal skills required to interact professionally and with compassion with clients.
- Will demonstrate the importance of learning and using community resources.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Clinic areas include clinic equipment such as thermometers, blood pressure cuffs and necessary testing equipment
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).

DRUG-FREE WORKPLACE STATEMENT

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community.

EQUITY IN THE WORKPLACE

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

HIPAA STATEMENT

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete emergency response training, exercises, and drills to prepare for a public health emergency. Employees required to support public health emergencies, incidents and events.



OTHER

The Public Health MA position is a full-time position funded by grants, contracts and per capita contributions. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.