

Certified Medical Assistant

Primary Purpose: This is a professional position that will work with individuals, families, and service providers, including other medical professionals for a variety of issues in Perry County, Missouri. Perry County Health Department is an equal opportunity affirmative action employer, as well as an at will employer. All services are provided on a nondiscriminatory basis. Must possess and maintain certification as a medical assistant.

Supervision: Under the general supervision of the Director/clinic duties under the supervision of a Registered Nurse.

This description may not include all of the duties, knowledge, skills, or abilities associated With this classification.

Description of Work:

Essential Functions-

- Provide health education to individuals, families and community groups in various settings
- Makes decisions with established guidelines, policies, or directions.
- Serve as a resource for area professionals, daycares and the public by responding to requests for information.
- Document therapeutic measure administered, patient reactions, patient teaching and understanding.
- Give immunizations according to CDC guidelines.
- Perform lab draws following physician's order. Follow up with clients as indicated.
- Perform pregnancy testing and provide appropriate referrals/counseling.
- Administer TB skin test.
- Provide injections such as B12 and Testosterone following physician's order.
- Provide STD/HIV/Hep C testing, counseling and treatment as indicated.
- Collaborate with other health care professionals and service providers to ensure optimal patient care.
- Attend meetings, conferences and workshops to further professional competence.
- Other duties as assigned
- Continued education is required to inform, educate, and empower people of Perry County, Missouri about health issues and best practices.
- Must be able to work 40 hours a week.
- Performs other related work as assigned.

QUALIFICATIONS REQUIRED:

- Valid driver's license and auto insurance.
- Reliable transportation.
- Completion of Medical Assistant training **and** successful completion of the CMA certification exam

- Minimum one (1) year experience
- Must maintain certification as a medical assistant.
- Experience with immunization administration and schedules.
- Knowledge of communicable disease and willingness to be a part of COVID-19 response.

SPECIAL REQUIREMENT:

- Certified in First Aid and CPR.

ABILITIES:

- Ability to prepare and maintain records, charts and reports.
- Ability to maintain patience and tact in dealing with patients, families and the public.
- Ability to establish and maintain effective courteous working relationships with staff and management of Perry County Health Department, other medical professionals and the general public.
- Work as a member of a team in carrying out Perry County Health Department's stated mission and philosophy.
- Perform the essential functions of the job without posing a direct threat to Perry County Health Department and the safety of others.
- Ability to grasp the knowledge of the principles of epidemiology.
- Ability to grasp the knowledge of evidence-based decision making.
- Ability to understand and interpret basic data.
- Ability to evaluate bio-psycho-social aspects of individuals, families, or communities and factors influencing the use of health services.
- Ability to learn, use and apply basic technology and computer skills.

PHYSICAL REQUIREMENTS:

- Perform bending and reaching to both ground level and overhead.
- Lifts, pushes and pulls objects up to and greater than 30 pounds.
- Carry items up to 15 pounds, periodically.
- Hold and grip objects.

WORKING ENVIRONMENT:

- Primarily indoors, with heating and cooling regulated in a general office environment, may be subjected to extreme levels of noise.

MISCELLANEOUS REQUIREMENTS:

- Must provide transportation to off-site locations.
- Must be available to work irregular hours, as needed.
- Must complete annual continuing education as specified or required by other programs.