



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Medical Assistant
Department: 22 Public Health
FLSA Status: Non-Exempt
Job Code:
WC Code: 8835
Effective Date: July 1, 2021
Last Revised: July 1, 2021
Pay Grade: A12
Union: AFSCME

SUMMARY

Duties include getting the patient ready to be seen by the primary provider by taking their vital signs, discussing their medical history, and finishing clinical or administrative tasks by putting patient information in their medical records. Medical Assistants may also help physicians and nurses with tasks like getting equipment or recording data during patient exams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Provides immunization services at the Grants Pass immunization clinic including administration of vaccines to infants, children, adolescents, and adults, while providing evidence-based education and following clinical guidelines.
2. Provides technical assistance to schools and childcare centers related to annual immunization rate reporting requirements.
3. Provides services at community events.
4. Maintains up-to-date knowledge and skills to comply with the Vaccines For Children (VFC) program including proper vaccine storage and handling.
5. Ongoing professional development to participate, lead, coordinate, and design a variety of projects to promote optimal health in the communities we serve.
6. Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA)
7. Monitors assigned work area's medical inventory, equipment, or durable/ sellable goods, as may be assigned.
8. Phlebotomy and other specimen collection, registration, and processing for lab.
9. Preparing patients for meeting with Provider by taking vitals and reviewing registration/intake paperwork.

10. Help coordinate follow up care by making appointments and initiating referrals.
11. Act as administrative support for the RNs serving the Juvenile Justice population.
12. Set up exam rooms; prepare client for examination. Clean and stock exam and laboratory rooms.
13. Provide excellent customer service: in person, over the phone, and virtually.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a requirement of this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

- Knowledge of Windows and applications such as Microsoft Word and Excel.
- Basic knowledge of the medical clerical process involved in the operation of an office.
- Ability to write clearly, concisely without errors.
- Basic knowledge of medical assistance process for clinical settings; specimen and data collection.
- Knowledge of use of basic medical equipment; cleaning and infection control associated with equipment.
- Excellent, proven organizational and communications skills with the ability to interact with a variety of persons; must be understanding, respectful and non-judgmental at all times when in contact with patients, visitors, and employees.
- Ability to be flexible and work under pressure.
- Ability to recognize when to refer clients for further assistance.

EDUCATION AND EXPERIENCE

High School diploma (or equivalent)

Two years of experience in a health clinic or related organization or specialized training in medical services or nutrition; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment, physical harm, loss of public health funding, potential spread of communicable disease, and/or loss of certification.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around dealing with clients/patients who may be anxious, verbally abusive and/or have other medical/emotional problems; Vaccine hesitant clients and/or parents; and dealing with Public Health communicable disease outbreaks such as hepatitis, measles, or food borne illness.

JOB CONTACTS

This position works directly with individual patients and families as needed, the Oregon Health Authority (OHA), other social service agencies, law enforcement personnel, schools, physicians, and other health care providers.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, establish and maintain effective working relationships with other employees and the public, read and interpret documents such as operating and maintenance instructions, and procedure manuals, write routine reports and correspondence, and communicate effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to exercise initiative and judgment in completing tasks and responsibilities, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to follow standing orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license, safe driving record.

Graduation from an accredited program with certification as a Medical Assistant, National Medical Assistant and CPR certification.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Incumbents in this classification are exposed to communicable diseases, including blood-borne diseases. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 30 pounds. Employees are also required to staff outlying rural clinics in inclement weather and/or difficult road conditions. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable workflow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 30 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal	
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>