

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Medical Assistant (uncertified/certified)

DEPARTMENT: Redwood Coast PACE

REPORTS TO: Director of Clinical Services

APPROVED: **November 2021**

JOB SUMMARY:

Under the administrative direction and supervision of the Director of Clinical Services, the Medical Assistant provides assistance to the Clinic team. The Medical Assistant position may be filled by an individual who is uncertified or certified, and duties will be assigned accordingly between Medical Assistant team members in a shared capacity.

Medical Assistant employees will assist in the provision of direct patient care by performing routine procedures as well as technical and clerical supportive services in the Clinic. Medical Assistants may administer intramuscular, subcutaneous, or intra-dermal injections and may perform skin tests, administer oral medications, venipunctures, and skin punctures for blood specimens. Medical Assistant employees will also coordinate and schedule medical appointments.

ESSENTIAL DUTIES AND RESONSIBILITIES:

The following essential duties may be assigned to various members of the Medical Assistant team in a shared capacity.

1. **Performs and Documents Accurate Preliminary Data Collection:** Collects data on each participant to be seen in the clinic, including, but not limited to, vital signs (temperature, blood pressure, pulse, weight, height, respirations), allergies, medications, pain scale, patient's complaints/symptoms, and immunologic status.
2. **Assists Medical Providers:** Carries out orders by performing requested tests such as, but not limited to, glucometer test, urine dip test, TB test & readings, audio testing, setup and assistance with minor surgeries, pelvic exam setup and assistance, phlebotomy draw, EKGs, ear lavage, and injections.
3. **Performs Routine Clerical Functions:** Clerical functions include, but are not limited to, scheduling routine/follow-up appointments, chart management, conducting failed/broken appointment follow-up, and taking/making phone calls in a timely and efficient manner. Records symptoms, reactions and progress of patients, and reports findings. Coordinates contracted services appointments and follow up as well as medication home delivery as needed.
4. **Charting/Record Keeping:** Documents pertinent participant information, procedures, medications and injections administered, as well as patient responses and reports findings. Does not make independent medical or healthcare decisions. Assists with ensuring the maintenance of all logs for the Clinic.
5. Handles participant health information necessary to document, maintain patient privacy/confidentially and carry out responsibilities of the position.
6. Assists in the care and handling of supplies, equipment, and instruments. Ensures economic and efficient function. Maintains and stocks all exam rooms.

7. Functions as a participant advocate ensuring participant concerns are resolved or addressed expeditiously.
8. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
9. Coordinates oxygen/respiratory machine ordering, delivery, and education for participants and their families per provider orders. Follows up with DME supplier and participants to ensure that machines and parts are serviced and assessed appropriately.
10. Coordinates medication ordering and delivery to participants per provider orders, including same-day medications from local pharmacies and chronic medications from PACE contracted pharmacies.
11. Acts in a manner consistent with agency values.
12. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent required. Additional education preferred.
2. Graduate of an accredited Medical Assistant program required, or a minimum of one (1) year of experience working as a Medical Assistant in a medical facility.
3. At least one (1) year of experience working with frail or elderly individuals preferred.

LICENSES OR CERTIFICATES:

1. Medical Assistant certification (Medical Assistant – certified) or eligible while working towards certification (Medical Assistant – uncertified).
2. Valid California Driver's License and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.
2. Motor Vehicle Report verification required.

JOB SKILLS:

1. Ability to provide care for the frail and elderly.
2. Ability to work independently and within an Interdisciplinary Team.
3. Excellent interpersonal interactions that result in team building.
4. Good organizational skills.
5. Ability to handle complex interpersonal and clinical situations.
6. Ability to complete duties within an agreed upon time frame and to adjust personal schedule as required. Adapts appropriately to change of priorities and workload.
7. Sound verbal and written communication skills to convey information effectively. Ability to communicate effectively and openly with other team members on participant's status and needs.

8. Positive attitude and balance in relationships with others in complex interpersonal situations.
9. Incorporates an understanding of detailed requirements in work activities. Ability to collect and analyze data.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs.				x		Reach over shoulder			x		
11-20 lbs.				x		Reach over head			x		
21-50 lbs.		x				Reach outward			x		
51-100 lbs.	x					Climb	x				
Over 100 lbs.	x					Crawl		x			
						Kneel		x			
<i>Pushing/Pulling</i>						Squat		x			
Under 10 lbs.				x		Sit				x	
11-20 lbs.				x		Walk-Normal Surfaces				x	
21-50 lbs.			x			Walk-Uneven Surfaces		x			
51-100 lbs.		x				Walk-Slippery Surfaces		x			
Over 100 lbs.		x				Stand				x	
<i>Other</i>						<i>Driving</i>			x		
Keyboard/Ten Key				x							
Fingering (Fine dexterity)				x							
Handling (grasping, holding)				x							
Repetitive Motion-Hands			x								
Repetitive Motion-Feet	x										

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. Redwood Coast PACE reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date