



## **Job Title: Medical Assistant**

**Full/Part Time Status: Full Time**

**Hours: Monday-Friday**

**(8am-5pm)**

**On Call: Some**

### **Job Description:**

Seeking a medical assistant with a minimum of 1 year experience. Medical assistant is responsible for providing care for juvenile detainees, inmates, and county employees. In addition to the required qualifications listed below, the ideal candidate must have strong interpersonal skills and be flexible.

### **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Intake patients, obtain vitals, patient history and reason for seeking care.
2. Process telephone/email messages.
3. Follow prescription refill procedures.
4. Maintain patient records confidentially.

### **ADDITIONAL RESPONSIBILITIES:**

1. Must be able to recognize and respond appropriately to urgent/emergent situations per protocols.
2. Maintain work area, exam rooms, supplies, medications and immunizations.
3. Perform basic triage per specific clinic protocol procedures.
4. Maintain professional appearance and personal conduct at all times.
5. Adhere to employer work practices as described in Adams County Handbook.
6. Thrive in a fast-paced environment
7. Document work processes as required.
8. Perform other duties as assigned.

**QUALIFICATIONS:**

Education/ Certification/Licensure:

1. High School Diploma or GED Equivalent (required)
2. Certified Medical Assistant (preferred)
3. Basic Life Support Certification

**Skills:**

1. Medical terminology.
2. Strong organizational and interpersonal skills.
3. Knowledge of Electronic Health Record and Medication Administration Record.
4. Knowledge of medications and injection procedures

**AVAILABLE: IMMEDIATELY****Send Resumes to: [rcampbell@adamscountymtms.gov](mailto:rcampbell@adamscountymtms.gov)**