



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Medical Assistant – C (Grant Funded)
Salary Range: \$4,196.00 – \$5,625.00/month; Starting Salary: DOQ, DOE
Location: Community Health Department
Employment Type: Full-Time (40 hours/week) FSLA non-Exempt; Non-Union position, Benefits Apply - Open Until Filled

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Brief Duties and Responsibilities: Performs administrative duties, point of care testing and initial assessments, and health education providing linkage to resources related to communicable diseases and other clinical areas. This position will work collaboratively with professional groups, providers and other agencies and community members. Coordinates contractors and orients them to our local policies and procedures. Assists Population Health Manager and Lead Community Health Nurse with revising and improving clinical outreach regularly. Receive, process and depot vaccines/medications following policies and procedures. Work may include hosting off-site mobile vaccine clinics for childhood and adult vaccine programs. Ensure all medical documentation is entered correctly into the appropriate websites following Department of Health (DOH) guidelines.

Working Environment/Physical Abilities: Work will be performed both inside and outside the Department of Community Health and within the county at large. Requires manual dexterity and visual acuity to operate a personal computer and peripherals. Requires the ability to drive an automobile, fly in an airplane and travel as required. Requires the ability to lift and carry 35 pounds. Requires sufficient hearing and speech ability to communicate verbally. Required to adhere to OSHA/WISHA guidelines including but not limited to completing mandatory training. Required to protect the privacy and security of protected health information as defined in State and Federal law.

Minimum Qualifications: Associate degree in closely related field strongly preferred, high school diploma, certification and medical assisting experience required **OR** a combination of education and experience management deems to meet the qualifications for the position. Training in interpersonal skills including effective communications. **OR** One academic year of formal education at the post-secondary level at an accredited medical assisting school or the equivalent. **LICENSES, CERTIFICATES & OTHER REQUIREMENTS:** Must successfully pass a background check and a driving record check. Maintain a current driver’s license and vehicle insurance. Must be vaccinated per the Advisory Committee on Immunization Practices (ACIP). Provide documentation of immunization status, proof of immunity to vaccine preventable diseases and participate in the employee health program. Must have Medical Assistant–C with Washington Department of Health in good standing. BLS-CPR for Healthcare Providers with one year vaccine or clinic experience

For Application: Application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by email as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:

Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager

314 W Main Street, RM 216
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

Walla Walla County Position Description

JOB TITLE: Medical Assistant - C (Grant Funded)

DEPARTMENT: Community Health

REPORTS TO: Division Manager, Population Health

PAY GRADE: 4, Full-time (40 hours/week), FLSA Non-Exempt; Benefits Apply: Grant Funded Position

SUMMARY: Performs administrative duties, point of care testing and initial assessments, and health education providing linkage to resources related to communicable diseases and other clinical areas. This position will work collaboratively with professional groups, providers and other agencies and community members. Coordinates contractors and orients them to our local policies and procedures. Assists Population Health Manager and Lead Community Health Nurse with revising and improving clinical outreach regularly. Receive, process and depot vaccines/medications following policies and procedures. Work may include hosting off-site mobile vaccine clinics for childhood and adult vaccine programs. Ensures all medical documentation is entered correctly into the appropriate websites following Department of Health (DOH) guidelines. Maintains excellent communication and effective working relationships with team members. Performs all other duties as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Coordinates vaccine outreach and education.
- Orders and depots various vaccines and medications; manages inventory.
- Maintains knowledge of CDC and State Department of Health vaccine guidelines for Childhood and Adult Vaccine Programs.
- Administers vaccines, and single dose medications via the following routes: oral, subcutaneous, intradermal, intramuscular, and intranasal.
- Monitors, requests, stocks, and cleans routine clinic supplies; maintain safety and cleanliness of clinic area.
- Provides active surveillance of those individuals with a communicable disease; provides treatment referral, follow-up assurance, and contact tracing specific to suspect disease identification and partner notification; provides communicable disease control case intervention and health education specific to STDs, Hepatitis, HIV, and Tuberculosis.
- Coordinates specimen management during the initial screening of a disease to include the collection of human specimens, drawing blood and reading test results.
- Assists the nursing staff in performing direct observation therapy to ensure medication is taken by infected individual when on isolation or quarantine, which may include home visits.
- Counsels the client in accessing services through appropriate outreach activities.
- Works closely with medical providers to ensure the patient is complying with the treatment plan.
- Interviews clients, collects and enters data into the appropriate medical database, and follows-up with the patient, medical provider, or medical facility to ensure patient is receiving care.
- Presents technical, complex, and medical information to medical providers, about a wide range of health-related issues including disease management and health prevention strategies.

- Provides outreach, education, consultation and referrals to individuals and community groups at Community Events, to promote health initiatives, community resources, strategies, and information about health-related resources such as immunizations, communicable disease.
- Participates in the development, implementation and evaluation of program strategies, community education, and outreach-based programs to ensure patients, medical providers, and the community receive services such as the Community Health Improvement Planning.
- Conducts educational and informational programs for a culturally diverse audience.
- Responds to a variety of inquires via email, phone, and in-person contacts, research the appropriate response, identify internal and external resources, and contact information, and work to deliver exceptional customer service to all that interact with Department of Community Health.
- Assists in the development of evaluation tools, educational materials, progress reports, and program reports.
- Communicates verbally and in writing with tact and professionalism.
- Responds to medical emergencies and disease outbreaks.
- Ability to organize activities, achieve performance objectives, and meet critical deadlines.

EXAMPLE OF DUTIES:

- Assess specific clients and provide linkage for services.
- Health education around vaccines, sexual transmitted disease, and other communicable disease.
- Vaccine administration.
- Sexual Disease Partner Treatment
- Direct Observed Therapy
- Receiving, processing and depot vaccines/medications following policy and procedures.
- Arranges video and in-person meetings
- Perform other duties as assigned

EQUIPMENT TO BE USED: Standard office equipment including PC or computer workstation and related software, fax, photocopy machines, video equipment, overhead projector, power point, multi-line phone system and cell phone.

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Work will be performed both inside and outside the Department of Community Health and within the county at large.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Requires the ability to drive an automobile, fly in an airplane and travel as required.
- Requires the ability to lift and carry 35 pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Required to adhere to OSHA/WISHA guidelines including but not limited to completing mandatory training.
- Required to protect the privacy and security of protected health information as defined in State and Federal law.

KNOWLEDGE AND ABILITIES:

- Ability to maintain excellent communication and relationships with personnel.
- Performs report writing and public speaking.
- Ability to exercise initiative, tact, discretion, and judgment in carrying out work.
- Ability to understand written protocol, processes, and procedures.

- Ability and willingness to work under a potential risk of exposure to infectious diseases in the line of duty. Wear necessary PPE such as a fit tested N95 mask.
- Knowledge of vaccines dosage and ACIP schedule.
- Ability to work with multi-cultural, multi-lingual, and challenged individuals and families.
- Ability to maintain confidential information and records.
- Be proficient in the use of email and internet, web-based programs, Microsoft Office, and other software packages. Perform related duties of a comparable level and type as assigned.

EDUCATION AND EXPERIENCE: Associate degree in closely related field strongly preferred, high school diploma, certification and medical assisting experience required **OR** a combination of education and experience management deems to meet the qualifications for the position. Training in interpersonal skills including effective communications. **OR** One academic year of formal education at the post-secondary level at an accredited medical assisting school or the equivalent.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Maintain a current driver's license and vehicle insurance.
- Must be vaccinated per the Advisory Committee on Immunization Practices (ACIP). Provide documentation of immunization status, proof of immunity to vaccine preventable diseases and participate in the employee health program.
- Must have Medical Assistant–C with Washington Department of Health in good standing BLS-CPR for Healthcare Providers with one year vaccine or clinic experience

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**