



Job Title: Medical Assistant
FLSA Status: Non-Exempt
Reports to: Program Manager

About the Department

The Pueblo Department of Public Health and Environment (PDPHE) promotes and protects the health and environment of Pueblo County through prevention strategies, advocacy, partnerships, and leadership. We continually strive to ensure a thriving, healthy, and safe community. PDPHE is accredited by the Public Health Accreditation Board and each employee contributes to the implementation of the Strategic Plan and are important to the achievement of the mission.

Position Summary

The Medical Assistant (MA) position works in conjunction with the Community Health Services clinical staff and would be responsible for preparing patients for examination, performing the tasks necessary to begin and complete the medical visit, gathering specimens, administering injections, cleaning and sterilizing instruments, preparing charts and documenting, answering clinic phones, scheduling appointments, checking clients in/out, assisting RN or NP as needed, and performing communicable disease support.

Essential Job Functions

- Performing both back MA duties as well as front MA duties for clinic services.
- Prepare patients for examination including heights, weights, BMI, blood pressure, history, etc.
- Administering vaccines, injections and occasional oral medication.
- Cleaning and sterilizing instruments and stocking room supplies.
- Answering phones and scheduling appointments.
- Follow up with lab results under NP/RN supervision.
- Complete charting as appropriate using both paper and electronic methods and maintain confidentiality at all levels.
- Assist with communicable disease testing process.
- Conduct case investigations, contact tracing, and resource support for communicable diseases.
- Performs other functions as required to fulfill the expectations of the position and the goals and objectives of assigned program/projects and the agency.

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Knowledge, Skills, and Abilities

- Well organized and efficient in managing multiple responsibilities.
- Outstanding verbal and written communications skills.
- Excellent records management skills.
- Ability to follow guidelines for immunization technique and schedules.
- High degree of attention to detail when completing chart updates and/or reviewing program documentation.
- Ability to engage with and work with the public, other personnel and teams.
- Ability to assess work areas ensuring proper supplies/equipment are available for continued functions at optimal levels.
- Ability to work with current computer software programs with advanced skill and competence (including keyboarding and troubleshooting).
- Knowledge of office procedures including telephone etiquette and use of all office equipment (copier, fax machine, computer, scales etc.).
- Flexible with a positive and professional attitude.

Qualifications | Requirements

High School graduate or equivalent to the completion of twelfth grade and graduation from a medical assistant training program. Graduation from a medical assistant training program accredited by the Commission on Accreditation of Allied Health Educators Program (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES) or the Council of Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants preferred.

Note: Any combination of experience and education may be considered.

Must possess and maintain a valid Colorado driver's license and be able to provide personal transportation for work-related business. Must obtain annual flu vaccination and any job specific immunizations. May be required to submit to a two-step PPD test.

Work Environment | Physical Demands

Work schedule is full time and will include evenings, weekends, and holidays. The work may require some physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching, reaching or similar activities. May be required to lift and carry up to 49 pounds on an infrequent basis lift and carry up to 20 pounds on a regular basis, climb stair, bend, reach, hold (particularly children receiving vaccines – may require ample pressure), grasp and turn objects; and use fingers to perform routine medical procedures and administer vaccines, operate computer or typewriter keyboards. The work requires the ability to speak fluently and to use normal or aided vision and hearing.

Work is subject to recurring and inflexible deadlines and frequent interruptions; may involve evening and weekend meetings/trainings and travel out of the area. Employee will be required to respond to emergencies, as needed.

