



Cow Creek Government Office

Position Description

Position Title: Public Health Medical Assistant

Department: Public Health

Reports To: Public Health Improvement Manager

FLSA Designation: Non Exempt

POSITION PURPOSE:

A Public Health (PH) Medical Assistant (MA) is needed to provide various professional medical services that maybe established by the Cow Creek Health and Wellness Centers - Public Health Department. PH Community MA will support the PH outreach activities which provides health services or medical support at mobile events; health assessments and health education to community members in various settings; advocacy and empowerment; as well as community health data collection. This position is part of the community team of nurses and public health professionals working to improve population based outcomes as well as addressing barriers that impact health. All employees must maintain a commitment to the CCHWC PH's mission, vision and strategic goals. The following summary is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

ESSENTIAL JOB FUNCTIONS:

- Performing physical and developmental examinations and assessments.
- Gathering community health data.
- Evaluating health history and status of client.
- Administering treatments and immunizations.
- Documenting.
- Performing collecting specimens.
- Providing community education in a culturally appropriate way.
- Attending and completing trainings as needed.
- Providing instructions.
- Providing monitoring, including regular follow-up.
- Driving to off-site locations to perform job duties as needed.
- Completes required training in support of duties and responsibilities of this position.
- Help with surveillance activities and prevention research data collection.
- Attending regular PH team meetings.

QUALIFICATIONS/REQUIREMENTS:

- Valid Certified Medical Assistant (CMA) required
- Two year of work experience in a medical setting
- High School Diploma or GRE
- Certified in CPR (Preferred, but not required):

- Some College in Nursing, Public Health, or similar field
- Experience with tribal communities

SKILLS AND ABILITIES:

- Skill in performing physical examinations
- Skill in using appropriate medical tools and equipment
- Skill in obtaining and recording information accurately
- Knowledge of PPE practices and Donning/Doffing correctly
- Ability and willingness to use a computer and learn new systems
- Ability and willingness to maintain confidentiality
- Ability and willingness to communicate with persons of diverse backgrounds both orally and in writing using tact and diplomacy
- Ability and willingness to develop and maintain effective working relationships
- Ability and willingness to follow safe working practices and procedures
- Ability and willingness to follow established policies, procedures, guidelines and orders
- Ability and willingness to assume responsibility for work