



HARNEY COUNTY Employment Vacancy Notice

Date: April 8, 2022
Department: RHC
Job Title: Clinical Medical Assistant
Contact: Deanna Atwell HR
Hours & Days: 37.5 hours per week (full time)
Salary/Benefits: \$17.17 to \$20.85 per hour (depending on experience)
with full County benefits

Job Duties: Review and maintain patients schedule and medical records. Monitor immunization records, assist provider with patient exams. Under supervision by a provider and as qualified, provide some direct patient care. Prepare rooms for procedures. Clean & sterilize equipment and instruments. Communicate with providers, pharmacies and agencies. Follow all safety rules and procedures for work areas. Cooperatively work with clinic staff, patients, other agencies, and the public to provide quality customer service. 100% confidentiality required regarding patient care and medical records. Maintain proficiency by attending trainings and meetings as needed.

JOB QUALIFICATIONS REQUIREMENTS:

Knowledge of medical office procedures including general knowledge of medications and drug classifications. General knowledge of English, grammar, spelling, data entry and retrieval, and computer applications software. General knowledge of math, medical terminology and health. General knowledge of confidentiality concepts and requirements. Ability to communicate clearly with healthcare professionals, public, customers and staff in a courteous manner. High school diploma or GED plus 6 months of related experience preferred.

Preferred, but not required: CMA, CNA, EMT certification or a minimum of 3 years medical office experience providing direct patient care.

Application Closing Date and Time: April 29, 2022 at 5 pm. Obtain an employment application and complete job description from Human Resources, by email at deanna.atwell@co.harney.or.us , call 541-573-8373, or find the application on our website under Human Resources.

Harney County is an AA/EEOE.