



## **EMPLOYMENT OPPORTUNITY**

Job Title: Medical Assistant  
Department: Health Services  
Annual Salary: \$40,675.28-44,998.84 (based on experience)  
Application Period: September 13, 2023 - Until Filled

### **PRINCIPAL DUTIES:**

Assists in the day-to-day operations of the Health Services Department by performing clinical work associated with the daily operations and activities of all Health Services Programs, including Public Health Programs (Clinical Health Services, Communicable Disease Program, Community Health Program, Public Health Emergency Preparedness and Response (PHEPR) Program), Employee Health and Wellness Program, and Jail Medical Program. Primary duties included daily clinical work related to Immunizations (Texas Vaccines for Children (TVFC), Adult Safety Net (ASN) First Responder Immunization Program, Flu Immunization Program, and Disaster Immunization Response including COVID-19); and direct patient care duties (under the direction of the Medical Director and supervision of a Medical Provider). Duties include direct patient care, immunization and medication administration, phlebotomy, Sexually Transmitted Infection (STI) testing, other Communicable Diseases testing and follow up (including Tuberculosis (TB), scheduling, data entry, face to face and phone interaction with patients and the general public and counseling patients on a variety of healthcare topics. Works closely with public health and health services staff, and with the Department of State Health Services (DSHS) for accurate and timely completion of work assignments (including local, regional, and statewide planning efforts). Follows all Health Services policies and procedures, as well as local policies.

### **KNOWLEDGE/SKILL/ABAILITY AND REQUIREMENTS:**

Knowledge of: medical assistant techniques and procedures; immunization schedules; immunization registries such as ImmTrac2 and TWICES; electronic medical/health records; TVFC and ASN immunization programs; communicable diseases including COVID-19, and Texas Department of State Health Services (DSHS) record retention policies; must understand the patient care process, be familiar with emergency protocols and procedures, pharmacology, and safety awareness; clerical and receptionist procedures; personal computer and software use.

Skill/Ability to: effectively provide medical assistant care in the Health Services Department, interact with patients in a nonjudgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; work independently; maintain complete accurate records as required; maintain confidentiality of protected health information at all times; establish and maintain effective working relationships with patients, medical staff, Texas Department of State Health Services (DSHS) representatives, healthcare providers, public health and health services staff, other health care facilities, and the general public; and maintain appropriate necessary certifications. Bilingual in English/Spanish preferred, but not required.

- Must complete NIMS/ICS Training within 90 days of employment
- Must complete clinical assessment and competency training in the first 30 days of employment
- Must complete other training as assigned
- Must possess current CPR certification
- Must possess a valid Texas Driver's License

### **EXPERIENCE AND TRAINING:**

High school diploma, or equivalent.

Graduate of Accredited Medical Assistant School/Program; plus, two years' experience as medical assistant; with at least one year of clinical experience; preferable Public Health experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must be a Registered Medical Assistant in Texas and must maintain recertification as required by governing body; Certification will be maintained and kept on record.

**Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment**

**APPLY AT:**  
**CHAMBERS COUNTY HEALTH SERVICES**  
**102 AIRPORT RD.**  
**ANAHUAC, TEXAS 77514**  
[dfugere@chamberstx.gov](mailto:dfugere@chamberstx.gov)  
**(409) 267-4535**  
**Fax: 409-267-4276**

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