



## EMPLOYMENT OPPORTUNITY

Job Title:	Medical Assistant/Health Clerk
Department:	Health Services
Annual Salary:	\$40,675.28-\$44,998.84 (based on experience)
Application Period:	April 27, 2023 - Until Filled

### **PRINCIPAL DUTIES:**

Provide clerical, clinical, and administrative support services to the Health Services Department. Serves as the Front Office Medical Receptionist and assists in the day-to-day operations of the Employee Health and Wellness Center (clinic) and Public Health Department programs. Duties include clinical, reception and clerical roles, including direct patient care (as directed by Medical Provider) such as rooming patients, checking vital signs, the administration of medications and immunizations, phlebotomy, Sexually Transmitted Infection (STI) testing; data entry, scheduling of appointments, face to face and phone interactions with patients and the general public. Works closely with clinical and administrative staff, and other Health Services personnel for accurate and timely completion of work assignments (including local, regional, and statewide planning efforts). Follow all Health Services policies and procedure, as well as local policies.

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

**Knowledge of:** front office healthcare clerical and receptionist duties and procedures; immunization schedules, and all local and DSHS records retention policies. Must understand the patient care process, HIPAA guidelines, and be familiar with emergency protocol and procedures, pharmacology, and safety issues.

**Skill/Ability to:** deal with patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; perform basic mathematical calculations; operate modern office equipment, including typewriter, calculator, copier, fax machine, and computer using standard word processing software; maintain complete, accurate, and confidential records as required; establish and maintain effective working relationships with patients,

departmental employees, and the general public; maintain appropriate and necessary certifications; **Bilingual in English/Spanish preferred.**

- Must possess a valid Texas Driver's license.
- Must maintain appropriate and necessary requirements for Medical Assistant Recertifications;
- Must complete NIMS/ICS Training within 90 days of employment;
- Must possess and maintain current CPR certification.

**EXPERIENCE AND TRAINING:**

High School Diploma, or its equivalent; and

Graduate of accredited Medical Assistant School, with at least 2 years of related clinical/medical front office experience; or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**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**

*Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*