



**Position: Reproductive Health & Wellness Clinic Medical Assistant** posted 3.6.20 starting pay \$14.72/hr

Performs administrative and certain clinical duties appropriate to a Medical Assistant. Administrative duties may include scheduling appointments, maintaining medical records, and completing insurance activities. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, and administering injections.

**Basic Qualifications:**

- Successful completion of an accredited medical assisting program, which includes an associate's degree, diploma, or certificate, through the Commission on Accreditation of Allied Health Education Program (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES)
- Holds Certified Medical Assistant (CMA) Certification through American Association of Medical Assisting Program (AAMA) or Registered Medical Assistant (RMA) Certification through American Medical Technologists (AMA). Must maintain certification to remain qualified to hold the Medical Assistant position.
- Holds Basic Life Support (BLS) certification for health care providers. Must maintain certification to remain qualified to hold the Medical Assistant position.
- Excellent written and verbal communication skills
- Knowledge of basic office equipment
- Valid driver's license and reliable transportation

**Preferred Qualifications:**

- Previous experience with Electronic Health Record Systems
- Clinic or Physician Office experience

**Responsibilities:**

Prepares treatment rooms for examination of patients. Interviews patients to obtain patient's medical history and measures their vital signs (blood pressure, pulse, respiratory rate, pulse ox, temperature, weight and height).
Prepares and administers injections.
Cleans and sterilizes instruments and dispose of contaminated supplies.
Schedules appointments for patients.
Performs general office duties such as answering telephones, taking dictation and completing insurance activities.
Contacts medical facilities or departments to schedule patients for tests and/or admission.
Inventories and orders medical, lab, and office supplies and equipment.
Explains treatment procedures, medications, diets and instructions to patients.

**Other Duties & Responsibilities:** Prepares the patients' medical records for walk-in and scheduled appointments. Greets patients and answers inquiries either by telephone or over the counter.

**Hours:** The Reproductive Health and Wellness Center operates on Monday evenings and one Saturday a month.

- (1) On a rotating basis, this position will be scheduled 8:00 a.m. to 4:45 p.m. or 11:00 a.m. to 7:45 p.m. on Mondays.
- (2) This position will be scheduled 10:00 a.m. to 2:00 p.m. one Saturday every other month. Saturday hours will be pre-flexed from Tuesday-Friday (standard Tuesday-Friday hours are 8:00 a.m. to 4:45 p.m.) as agreed upon by the employee and the supervisor in advance.
- (3) Evening and Saturday hours may be amended on a quarterly basis based on patient demand.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Toledo-Lucas County Health Department

Attn: Terri Frank

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Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**