

# Job Posting

December 6, 2024

**Position Title:** LPN/Medical Assistant

**Pay Rate:** \$19.52 per hour

**Division:** Personal and Family Health (Chippewa County Health Department)

**Union:** Non-union/Non-Exempt Position-Part-Time

## **Job Summary:**

The LPN/MA will work primarily in a school-based health center and will provide care to students under the direction of management and physician/NP leadership. Care may include but is not limited to immunizations, medical testing (including COVID testing), intake and triaging of clients. The person in this position will assist with front desk clerical functions. The LPN/MA will work closely with the nurse practitioner to provide excellent care to clients. This person may on occasion also be reassigned to clinics at the health department.

## **EDUCATION, TRAINING, EXPERIENCE, CERTIFICATION/LICENSURE:**

**Education:** Certification as a Licensed Practical Nurse or Medical Assistant.

**Experience:** 2 years working in a medical clinic setting.

**Other Requirements:** Current CPR certification. Possession of a valid Michigan driver's license. Ability to provide own transportation. Ability to administer vaccinations

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **ESSENTIAL FUNCTIONS:**

1. Provides health care teaching in relation to client's condition/needs.
2. Acts as an assistant to the physician/provider by providing primary healthcare and patient care management.
3. Collaborates work efforts with the clerical staff to optimize operations and patient flow, performs front office duties to provide coverage as needed.
4. Provide coverage in other departments or locations as needed.
5. Able to work well in a school-setting
6. Able to work with children.
7. Represents Health Department in community at designated conferences, workshops, professional meetings, health fairs, etc. utilizing Health Department booth display where appropriate.
8. Identifies the health status of assigned clients including physical, social and emotional needs. Identifies and evaluates patient and family learning needs, ability and readiness to learn and documents appropriately. \*

\*This is not a complete list of job functions.

### **OTHER FUNCTIONS:**

During a public health emergency, the employee may be required to perform duties similar to, but not limited to those in his/her job description.

Recognizes that positive employee relations are a necessary precedent for positive client relations. Provides assistance when seeing another in need. Contributes to the team effort of providing superior customer service to enhance the image of the Health Department. Refrains from holding negative conversations about duties, assignments, co-workers and clients. Adheres to Health Department telephone courtesy standards for answering, placing and transferring calls, as well as general telephone use. Does not allow personal telephone calls or visitors to interfere with telephone responsibilities, public encounters or customer courtesy to others. Demonstrates an effort to assure that customers/clients wait in definite expectations of when and how they will be served. Professionally addresses others (smile, eye contact, voice, posture, grammar, grooming, and dress). Responsible for promoting and securing potential clients and referrals.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Stooping and bending to examine children and adults.
- Ability to travel throughout the county to various clinic locations.
- Ability to access office files.
- Ability to enter and access information using a computer.
- Lifts and carries various materials and supplies to locations where services are delivered.
- Ability to carry and lift small children and equipment such as computers weighing up to 40 lbs.

### **Working Conditions:**

- Irregular work hours
- Works in office conditions.
- Exposure to environmental hazards.
- Handles household hazardous waste materials.
- Exposure to communicable diseases and blood and other bodily fluids.

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Interested applicants should submit a letter of interest, application and/or resume to Jill Schaefer, Executive Assistant, 508 Ashmun Street, Suite 120, Sault, MI 49783. Applications can be found at [www.chippewahd.com](http://www.chippewahd.com). EOE