

POSITION OPENING

POSITION:	MEDICAL ASSISTANT	STATUS:	PART TIME
DEPARTMENT:	LABORATORY	HRS/PAY:	PT HRS WILL VARY
SUPERVISOR:	LYNDSAY MILLER JACKIE SANSIG	JOB GRADE:	C-3

RESPONSIBILITIES

A part time Medical Assistant is needed in the Laboratory with hours scheduled based on anticipated patient census. Individual would be responsible for a combination of administrative and clinical tasks working with clinical phlebotomists and Medical Technologists. The MA will be primarily assisting in swabbing individuals for various laboratory tests. They will also be responsible for clerical responsibilities relative to answering phone calls, addressing patient questions or directing the patient to the person best able to help. They would also be responsible for utilizing the EMR for clinical tasks, and preparing and collecting patient specimens. They may also perform phlebotomy duties and assist with other administrative duties as assigned.

Graduation from an accredited school of Medical Assisting or a recognized practical/vocational Medical Assistant program. One to two years' experience preferred. Demonstrated ability to take direction and provide flexibility in work duties as needed for quick changes in tasks. Proficient computer skills required with experience with Meditech a plus. Position requires strong organizational skills with excellent communication and interpersonal skills with all age groups required due to frequent interactions with physicians, staff, patients, and other customers.

As required with all clinical positions, appropriate masking and eye wear is required when providing direct patient care. In compliance with the CMS COVID-19 Vaccination Mandate, all staff at PAH must be fully vaccinated or be approved for a qualifying exemption prior to hire.

PHYSICAL DEMANDS

Must be able to lift up to 30 lbs. Proper usage of body mechanics required when assisting patients in transfers or walking

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 11/24/21 to 11/28/21

Application Deadline: Noon: 11/29/21