



HARNEY COUNTY Employment Vacancy Notice

Date: April 20, 2021
Department: RHC
Job Title: Clinical Medical Assistant
Contact: Deanna Atwell HR
Hours & Days: 37.5 hours per week
Salary/Benefits: \$16.04 per hour (depending on experience) with full County benefits

Job Duties: Review and maintain patients schedule and medical records. Monitor immunization records, assist provider with patient exams. Under supervision by a provider and as qualified, provide some direct patient care. Prepare rooms for procedures. Clean & sterilize equipment and instruments. Communicate with providers, pharmacies and agencies. Follow all safety rules and procedures for work areas. Cooperatively work with clinic staff, patients, other agencies, and the public to provide quality customer service. 100% confidentiality required regarding patient care and medical records. Maintain proficiency by attending trainings and meetings as needed.

JOB QUALIFICATIONS REQUIREMENTS:

Knowledge of medical office procedures including general knowledge of medications and drug classifications. General knowledge of English, grammar, spelling, data entry and retrieval, and computer applications software. General knowledge of math, medical terminology and health. General knowledge of confidentiality concepts and requirements. Ability to communicate clearly with healthcare professionals, public, customers and staff in a courteous manner. High school diploma or GED plus 6 months of related experience preferred.

Preferred, but not required: CMA, CNA, EMT certification or a minimum of 3 years medical office experience providing direct patient care.

Application Closing Date and Time: April 30, 2021 at 5 pm. Obtain an employment application and complete job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373

Harney County is an AA/EEOE.

Veterans' Preference

Harney County follows Oregon law regarding Veterans' Preference in Public Employment. If you are requesting Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.