



HAYS COUNTY JOB POSTING

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| Job Title | Medical Assistant – TB Clinic | Job Number | 657-1130-070621 |
| Department Head | Director of Countywide Operations | Date Open | July 6, 2021 |
| Salary Range Minimum | \$2,739.65 - \$4,109.51 Monthly – Dependent on Experience | Application Deadline | Until Filled |

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

- Requires High School diploma or equivalent
- Certified Medical Assistant graduate of an accredited program. Specific medical assisting duties may be substituted for the certification.
- Experience in family and public health or related field is preferred.
- Bilingual required (English/Spanish).

Other Qualifications, Certificates, Licenses, Registrations

- Ability to obtain certifications in CPR, vision screening, hearing screening, and others as deemed necessary.
- Class C driver's license.

Required Skills

- Interviews patients in preparation for clinic appointments. Conducts research related to the specific case or situation and analyzes complex data.
- May attend meetings for and report to supervisory personnel.
- Assists public with completing various applications and forms.
- Interprets and translates medical terms for non-English speaking clients by correctly utilizing an Interpreter or interpreter services.
- Prepares files and financial reports and maintains departmental fiscal records for TB outreach activities; and prepares documents for filing.
- Codes, tabulates and assembles fiscal, statistical and related data, gathers, collates, classifies and posts information to assigned department records/computer system.
- Collects fees, maintains fee collection records, verifies/balances receipts, and prepares for transfer to Health Department accountant.
- Proofreads various written materials for typographical errors, and reviews completed documents for correctness; and updates forms from material received from CDC/DSHS/other Medical authorities.
- Types standard forms, letters, and other materials from rough draft and prepares final correspondence for supervisory staff.
- Receives office visitors and/or telephone calls; answers routine inquiries; screens call or callers, takes messages and/or refers to appropriate personnel.
- Reconciles medication inventory, including expiring drugs; and orders refill stock from DSHS Pharmacy via DSHS software.
- Meets with Pharmacist-in-Charge for inventory reconciliation and destruction of expired medications, in Nurse Supervisor's absence.
- Assists with follow-up of positive PPD results and helps determine those interested in taking LTBI treatment.
- Assists the Registered Nurse with maintaining employee PPD testing and records results.
- Schedules appointments and keeps calendars.
- May attend meetings for and report to supervisory personnel.
- Performs other related duties as requested.

Summary

Under general supervision, the Medical Assistant performs clerical and clinical duties and provides support services to the Health Department. This position facilitates the work of the Health Department, specifically the TB and CD areas. The work involves filing, daily customer relations, word-processing, mail distribution, preparing clients for exams, performing lab tests, completing referrals, chart documentation, and maintaining and ordering supplies and equipment.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.