



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: MEDICAL SERVICE ASSISTANT

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$17.29 per hour

PART TIME SEASONAL

SALARY AT:

1 Year Step \$18.16 per hour

2 Year Step \$18.61 per hour

3 Year Step \$19.07 per hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

Additional information:

32 hours a week

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Medical Service Assistant	Job Code:	13190
Department:	Family Planning/Health Department	Pay Grade:	Health 3
Reports to:	Program Manager	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department include: Environmental Health Services, Community Health Services, Population Health, Family Planning, and the Flathead County Animal Shelter. Home health care services are offered through the Flathead Choice Home Health, a licensed agency. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Population Health services offered include cancer screening, tobacco use prevention, injury prevention, communicable disease control and prevention, and public health preparedness. The Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. Family Planning offers reproductive care, STI/HIV Prevention and care, and outreach services. Our current strategic plan can be found here: <https://www.flatheadhealth.org/data-and-reports/>

Job Summary: Under the supervision of the Family Planning Manager provides for general clinical support and administrative duties.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Manage patient flow and rooming.
- Provide intake counseling, document medical history, and perform sexual health assessments.
- Explain treatment procedures to patients and prepare patients for examinations.
- Assist the provider during examinations.
- Collect and prepare laboratory specimens.
- Perform basic laboratory tests.
- Document and maintain electronic medical records.
- Prepare and administer medications, including vaccinations/immunizations, as directed by a provider.
- Perform phlebotomy.
- Prepare and clean exam rooms.
- Stock and maintain inventory.
- Manage record requests and receipts from pharmacies and other medical specialists.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. The work requires physical exertion such as bending, walking, and lifting boxes of files (up to 40 lbs.). During work incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

Knowledge of:

- Current clinical practice standards, reproductive and sexual health, public health principles, practices, and universal precautions;
- Health disparities and social determinants of health, including being inclusive of sexual and reproductive health issues;
- Community resources and organizations.

Skills and abilities to:

- Work within a multi-disciplinary team environment, serving diverse populations and institutions across a broad spectrum of community and clinical providers within sexual and reproductive health;
- Accept and utilize supervision and/or consultation;
- Be sensitive to the needs, concerns, and rights of others;
- Establish and maintain effective working relationships with peers, other agency personnel, and the public;
- Assume responsibility for assigned tasks as directed;
- Travel.

Education and Experience:

Graduate of a Medical Assistant training program with Montana certification as a Medical Assistant or demonstrated competencies and experience as a medical assistant. Preference will be given to persons with previous medical assistant experience in a clinical setting.

Action	Date	Reference
Adopted	6/30/2010	Commissioners' Minutes
Revised	10/14/2014	Commissioners' Minutes
Revised	9/14/2021	Commissioners' Minutes