



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Medical Service Assistant / LPN/ RN DATE OPENED: 11/10/2020

DEPARTMENT: Flathead Community Health Center/ Health Department CLOSING DATE: 11/24/2020

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 5

BARGAINING UNIT: MPEA - Health

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

___ SEASONAL

STARTING WAGE: \$ _____ per Hour

SALARY AT:

1 YEAR STEP: \$ _____ per Hour

2 YEAR STEP: \$ _____ per Hour

3 YEAR STEP: \$ _____ per Hour

___ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional Information:

Medical Service Assistant starting wage \$15.74DOE

LPN starting wage \$19.12 DOE

RN-ASN starting wage \$24.31 DOE

RN-BSN starting wage \$25.52 DOE

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

Non-Essential Functions:

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

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in clinical, medical facility environment
- Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations;
- May involve occasional exposure to pathogens which requires knowledge of basic infection control and safety procedures.
- May involve occasional travel by auto to attend meetings with community partners.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

Knowledge of current clinical practice standards, including universal precautions.

Ability to understand and disseminate information relating to the operation of the Health Center; maintain effective working relationships with staff and public; communicate effectively verbally and in writing.

Education and Experience:**Education:**

Graduate of a Medical Assistant training program with Montana Certification as a Medical Assistant or demonstrated competencies and experience as a medical assistant.

Experience:

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

Working knowledge of nursing practices related to acute and chronic complex medical conditions
Knowledge of current medical standards in primary care and family planning;
Knowledge of current immunization standards;
Knowledge of principles of case management and motivational interviewing;
Knowledge of HIPAA confidentiality requirements and practices;
Knowledge of OSHA standards in clinical settings;
Knowledge of community resources for patient referral;
Knowledge of Patient Centered Medical Home

Abilities:

Ability to communicate effectively orally and in writing;
Ability to analyze data;
Ability to maintain strict confidentiality of all Health Center matters;
Ability to establish and maintain effective working relationships with peers, other agency personnel and the public;
Ability to manage clinic flow:

SPECIAL REQUIREMENTS

Possession of an unencumbered current license to practice as a licensed practical nurse in the State of Montana.
Acceptance of Family Planning philosophy, concepts and practices.
Possession of a Montana motor vehicle operator's license.
ACLS Certification

CLASSIFICATION

Para-professional (Grade 5)

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	7/10/2008	Commissioners' Minutes
Revised	12/20/2012	Commissioners' Minutes

- Provide educational services to patients and staff as needed.
- Provide back up for front office and clinic staff
- Assess policy adherence for laboratory, instrument sterilization and pharmacy.
- Facilitate meetings or trainings as directed.
- Assist with the development and adherence of Patient Centered Medical Home.
- Adherence to HIPAA principals.
- Coordinate programs such as Vaccine for Children, Coumadin monitoring and others as directed.
- Performs related duties as required or directed.

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. During the course of work an 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: This position will not supervise staff but may coordinate the work of others.

Knowledge, Skills, and Abilities:

- Working knowledge of nursing practices related to acute and chronic complex medical conditions
- Knowledge of current medical standards in primary care and family planning;
- Knowledge of current immunization standards;
- Knowledge of principles of case management and motivational interviewing;
- Knowledge of HIPAA confidentiality requirements and practices;
- Knowledge of OSHA standards in clinical settings;
- Knowledge of community resources for patient referral;
- Knowledge of Patient Centered Medical Home model.
- Ability to communicate effectively orally and in writing;
- Ability to analyze data and write reports;
- Ability to maintain strict confidentiality of all Health Center matters;
- Ability to establish and maintain effective working relationships with peers, other agency personnel and the public;
- Ability to manage clinic flow: