

Corsicana-Navarro County Public Health District

Medical Assistant Job Summary:

Corsicana-Navarro County Public Health District, 115 West Collin Street, Corsicana, TX 75110, is seeking a Medical Assistant to help nurses and other staff with clinical and administrative tasks. Clinical tasks may include taking medical histories, recording vital signs, administering vaccines, and assist with drawing blood. Administrative responsibilities may include answering phone calls, vaccine research, contacting patients, and assisting with follow-ups. This is not an all-inclusive list.

Pay is commensurate on experience. Experience in vaccine administration is preferred.

Responsibilities:

- Greet patients and make them feel comfortable.
- Assist patients with paperwork.
- Assist front office staff with vaccine information and pulling vaccine and other health related information.
- Collect health history when applicable.
- Accurately measures and records vital signs.
- Cleans area after patient visits.
- May draw blood and send to laboratory.
- Collect urine samples.
- Give routine vaccines.
- Take inventory of supplies and reordering when necessary.
- Assist in keeping work area tidy and organized.

Education:

- High School Diploma or GED
- Medical Assistant Certifications or Certified Medical Assistant
- Current CPR certification or within 2 months employment
- 1+ years of experience as a Medical Assistant
- 1+ years in the Medical Field

Skills:

- Good computer skills
- Familiar with electronic records
- Strong written and verbal communications
- Good customer service
- Compassionate with all types of people
- Willing to assist staff and patients
- Detail oriented
- Organized and good time management skills
- Critical thinking
- Basic first aid
- Bilingual in English and Spanish is a plus
- Understands basic medical terminology

Work Hours:

- PRN 24 hours per week with the possibility of moving to part-time or full-time position
- 8am-12pm and 1pm-5pm Monday through Friday; hours may fluctuate
- No Holidays or Weekends, unless special circumstances.
- There may be times when you are required to work outside of your normal hours due to public outreach, outbreaks, and back to school vaccine rush.

Contact Sharon Thomas, RN, at Corsicana-Navarro County Public Health District, 903-874-6711, or come by 115 West Collin, Corsicana, TX, for information.