



Public Health
Prevent. Promote. Protect.

VICTORIA COUNTY

PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria, TX 77901

Position: Certified Medical Assistant (CMA)

Full-time Position

Salary: \$16.60 - \$20.69

**Essential
Non-Exempt**

Open until filled

SUMMARY

The employee's primary focus will be nursing division clinical and clerical duties. Direct and indirect participation in all nursing division functions will be expected. Clerical work is performed independently and in coordination with nursing division staff. Clinical work is performed under supervision of a licensed nurse. Reports to Nurse Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and skills with computer equipment and software.
- Assists with answering telephones, scheduling, and confirming clinic appointments.
- Assists with gathering and organizing client paperwork
- Assists with updating and filing medical records.
- Assists with gathering medical histories and explaining procedures, medications, and vaccines to client.
- Takes and records vital signs.
- Performs phlebotomy.
- Performs basic laboratory tests.
- Collects and prepares clients' lab specimens for mailing.
- Prepares and administers injections, including vaccinations and TB skin tests as directed by a physician per Standing Delegation Orders.
- Inventories/stocks nursing supplies.

- Assists with health fairs, special clinics, and other outreach activities.
- Assists with record maintenance using various computer based systems, inclusive of TWICES and IMMTRAC.
- Assists with/composes articles, special features, and quarterly and annual reports.
- Provides assistance and information to the general public.
- Maintains accurate records by compiling, tracking, and monitoring information.
- Performs other duties as assigned.
- Absolute client confidentiality is expected, and breach of such is grounds for immediate termination.

SUPERVISORY RESPONSIBILITIES

- None.

EDUCATION AND/OR EXPERIENCE

- Education equivalent to graduation from an accredited high school.
- Medical Assistant training.
- Minimum typing 40wpm with accuracy.
- Bilingual: Spanish a plus.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to print and speak simple sentences.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License and automobile insurance.
- Current Medical Assistant Certification.
- Current Basic Life Support Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The majority of the essential job duties are performed indoors as well as in areas where universal precautions apply.
- Employee may be exposed to indoor temperature fluctuations.
- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
- Exposure to moderate noise levels.

- May be exposed to upset or irate citizens.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901