



## Temporary Medical Assistant San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242858>

Downloaded On: Oct. 12, 2024 9:31pm

Posted Aug. 7, 2024, set to expire May 23, 2025

The assignment is 26 hours per week on Mondays through Thursdays, during the two 16-week semesters (closed part of December, most of January, and during June, July, and August). This position is categorized as a Temporary Hourly Professional Expert as a Clinic Medical Assistant (MA) in Student Health & Wellness Services, located at Evergreen Valley College. Under the clinical supervision of the Medical Director or Nurse Practitioner, the MA performs specialized medical assistant tasks related to the care and treatment of patients. In addition, the MA performs basic clerical and receptionist duties required in the clinic.

### **KEY DUTIES AND RESPONSIBILITIES**

Examples may include, but are not limited to, the following:

- Prepare students for medical exams: obtain height, weight, blood pressure and temperature. Conduct vision screenings. Assist with treatment as directed.
- Respond to Out of Clinic medical emergencies with the nurse practitioner or clinic nurse and provide assistance as directed (if requested by Campus Police).
- Provide minor first aid in accordance with clinic protocols and procedures and chart treatment in patient's medical record.
- Maintain examination rooms and lab in clean and orderly condition. Stock rooms with supplies as needed. Monitor the supply and expirations dates for all medical supplies.
- Perform Calibration and Quality Control checks on lab equipment and other clinic equipment, and document findings.
- Perform in-clinic lab tests, including, but not limited to, Urine (Pregnancy, ChemStripGlucose/Protein,) and Blood (Hematocrit, Glucose) and Strep screen.
- Draw blood and collect urine to be sent to outside laboratories for testing.
- Label and package lab specimens as per outside laboratory protocols and procedures and collect fees as necessary.
- Serve as receptionist, maintaining good rapport with students, staff and coworkers.
- Schedule appointments and create Zoom links for remote appointments.
- Maintain office files, reports, logs, and a wide variety of memoranda.
- Prepare and maintain students' health records as necessary.
- Complete tasks requiring typing and using a variety of programs including Word, Excel, Outlook, or other computer programs and office equipment to fulfill work assignments.
- Enter chart notes into an Electronic Health Record.
- Participate in outreach activities (tabling events, communicating through mass e-mail, posting campus flyers, updating webpage, etc.)
- Perform related duties as assigned.

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**Knowledge and Skills:**

- Medical office setting, i.e., medical terminology, medical abbreviations, ethical and legal rules and responsibilities
- Infectious control procedures, sterile procedures, and universal precautions

**Ability to:**

- Perform duties of the position with limited direction.
- Assist nurse practitioner or medical doctor with medical procedures.
- Provide first aid and CPR.
- Perform minor laboratory tests.
- Operate clinic equipment.
- Assess health needs of students/clients respectfully, courteously, and professionally.
- Learn and follow a variety of information, procedures, policies, and services related to College, Department, Programs, and Community.
- Understand and follow oral and written instructions.
- Perform effectively with frequent interruptions, while prioritizing work assignments.
- Establish and maintain effective working relationships during the performance of required duties.

**Required Education & Qualifications:**

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- High school diploma, GED, or equivalent
- Medical Assistant Certificate
- Current CPR, AED and First aid certificates

**WORKING CONDITIONS**

Physical Demands:

- Requires ambulatory ability to walk and stand for intermittent periods of time.
- Requires the hand-eye coordination and manipulative skills to prepare clients/students for medical exams, maintain examination rooms and lab, collect specimens and perform minor laboratory tests, answer phones and perform data entry using a computer keyboard.
- Requires visual acuity to read words and numbers and observe client/student behavior.

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- Requires auditory ability to carry on conversations in person and over the phone.

**PAY RATE:**

\$25-\$27/h based on experience

Interested applicants should send resume & cover letter to:

Director Student Service & Wellness

Mike Osorio, [Michael.Osorio@evc.edu](mailto:Michael.Osorio@evc.edu)

CC: [Janice.Assadi@evc.edu](mailto:Janice.Assadi@evc.edu)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

San Jose/Evergreen Community College District

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