

**Health Services Medical Assistant
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=222161>

Downloaded On: May. 8, 2024 12:24pm

Posted Sep. 26, 2023, set to expire May 31, 2024

Job Title	Health Services Medical Assistant
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California

Date Posted	Sep. 26, 2023
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Classified Staff
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Academic Field(s)	Health Services
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Apply Online Here	https://apptrkr.com/4614329
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Apply By Email

Job Description

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Health Services Medical Assistant

HR EMPLOYMENT/CAREERS

Initial Review Date: 08/23/2022*; The position is now open-until-filled*.

*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

Salary Grade:C1-45

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Starting Salary:\$5,102.72 (per month)

Full Salary Range: \$5,102.72 - \$6,822.45 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

DEFINITION

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Under general supervision of a clinician, performs routine health service procedures and medical tasks in accordance with established clinic policies and procedures; provides first aid to injured or ill students and staff; serves as a resource and provides health information, support, and education to the college community; maintains related health and medical records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing clinical support services. Work requires strong communications skills and knowledge of health office processes and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Work usually fits an established structure or pattern and is in accordance with standing Physician orders or directives. Exceptions or changes in procedures are explained as they arise. Eventually, positions will attain a level of experience to receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Provides first aid to injured or ill students and staff; performs routine health service and medical procedures; prepares exam rooms for use; and escorts patients to appropriate treatment rooms or areas.
2. Refers students to the appropriate health agencies regarding medical problems as necessary.
3. Collects and records patient data including height, weight, temperature, pulse, respiration rate, blood pressure, and basic information about presenting and previous conditions.
4. Under supervision of a Physician or Nurse Practitioner, administers single dosage of medication by providing dose to patient for immediate self-administration.
5. Collects and preserves specimens for testing using non-invasive techniques.
6. Receives calls regarding injured and ill students and staff members; activates Emergency Medical Services (EMS) System (911) as appropriate.
7. Serves as a resource and provides health information, support, and education to the college community.
8. Gathers and records information during medical or emergency situations.
9. Prepares, maintains, and updates a variety of health-related records and files, including student

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health and immunization records, emergency medical records, accident reports, and health and disability reports.

10. Answers telephones and maintains appointment scheduling system for Health Office staff; schedules meetings and classes as assigned.
11. Prepares requisitions for checks, student accounts, open purchase orders, and printing services; resolves related issues as necessary.
12. Operates a computer and other office equipment as assigned; operates various medical equipment as required.
13. Sterilizes instruments, counter tops and other areas according to established standards.
14. Maintains office inventory and order supplies as needed.
15. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic first aid, cardiopulmonary resuscitation (CPR), and emergency healthcare.
2. Medical terminology, procedures, and equipment.
3. Immunization compliance policies and procedures.
4. Inventory methods and practices.
5. Infectious disease control.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program.
8. Record keeping and filing systems and methods.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-

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economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Provide first aid to injured or ill students and staff and provide health information and education to the college community.
3. Meet supervision, training, authorization, and records conditions for a Medical Assistant in the State of California as outlined in the California Code of Regulations.
4. Serve as a resource and provide health information, support and education to the college community.
5. Perform routine health service procedures and maintain related health and medical records.
6. Maintain medical records as per current legal requirements.
7. Operate medical equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Complete work with many interruptions.
10. Work confidentially with discretion.
11. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to certification as a Medical Assistant from a State of California or United States Military certified program **AND** one (1) year of experience in a college health office, private physician's office, or related experience. Must meet supervision, training, authorization, and records conditions for a Medical Assistant in the State of California as outlined in the California Code of Regulations.

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Preferred Qualifications:

1. Possesses front and back-office MA certification **AND** one (1) year full time experience as a Certified Medical Assistant (CMA).

(Equivalent: Possess front and back-office MA certification and 1-year full time experience)
2. Possess a current Health Care Provider BLS/FIRST AID certification.
3. Basic knowledge of modern office practices and computer equipment and applications (MS Word, Excel, MS outlook, Adobe).
4. Experience with vital signs, administering medical tests and waived lab procedures, immunizations, and phlebotomy experience
5. Ability to maintain medical records with basic knowledge of Electronic Medical Record system (EMR) and medical terminology.

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Licenses and Certifications:

Current and valid First Aid training and CPR certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application

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packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Categorical Funded, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

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To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/794?c=fhda>

Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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