

Employment Opportunity



Certified Medical Assistant

Job Code: 7312

Posted from: October 25, 2019
Applications accepted until position filled

Position Information

Division/Department: Behavioral Health Services - Wheaton, IL plus float to off-site locations
Schedule: Full-time 37.5 hours per week, Monday-Friday, evenings and Saturdays as scheduled,
Grade: 112 **Salary Range:** \$33,691 to \$35,000 annually

Responsibilities include:

- Provides support to Nurses in the Behavioral and Public Health Services Units
- Prepares examination rooms, including cleaning, sterilizing, and stocking supplies
- Escorts clients to exam rooms and assists in obtaining pertinent information which may include obtaining vital signs, weight, height, health history, and symptoms
- Maintains optimum clinic flow by keeping exam rooms occupied
- Collects lab samples as needed (blood draws, urine, saliva) and may perform on-site lab testing
- Follows appropriate sterilization controls and maintains appropriate documentation
- Documents patient information into medical chart, including medications, reason for visit, and vitals
- Prepares charts and verifies that lab, x-ray, and other tests are filed correctly
- Enters client's data into computer systems including revising or updating addresses and telephone numbers
- Ensures that release forms or consent forms have been signed
- May assist with determining client eligibility
- Participates in emergency response activities as assigned

Requirements include:

One year of experience within a medical setting such as a physician's office, hospital, or long-term nursing facility; or an equivalent combination of training and experience. Completion of American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) accredited program. Current AAMA or AMT (governing body of RMA) Certification required.

Preferred candidate will be Bilingual, Spanish Speaking.

Interested applicants should submit a resume and completed application to:

Mailing Address: DuPage County Health Department, Attn: Human Resources
111 N. County Farm Road, Wheaton, Illinois 60187

(Applications may be downloaded from www.dupagehealth.org or may be picked up at the address noted above)

E-mail address: hr@dupagehealth.org

Fax: (630) 510-5481

Contact:

Human Resources: Sarah Henrie

Phone: (630) 221-7555

The DuPage County Health Department is an Equal Opportunity Employer