



POSITION POSTING

DATE POSTED: May 9, 2024
TITLE: Medical Assistant
CLASSIFICATION: Full-Time; FLSA Non-exempt; Classified; 130-Workday Probationary Period
PAY RANGE: \$18.04-\$25.26 / hour. Depending on experience
WORK HOURS: 8:30 A.M. to 4:30 P.M.; some nights/weekends/holidays may be required
IMMEDIATE SUPERVISOR: Chief Operating Officer – Community Health

POSITION OVERVIEW:

The Certified Medical Assistant (MA) functions in a clinical and administrative support role to assist the health care professional to ensure the delivery of quality health care services. The MA works under the supervision and direction of licensed health professionals, and reports to the Chief Operating Officer of the Community Health and Wellness Center.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited program for Medical Assistants
- Six months experience working in an ambulatory health care setting
- Experience with electronic medical records

PREFERRED QUALIFICATIONS:

- Associate’s Degree in a related field.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards for public health nursing.
- Basic knowledge of Medical office practices and procedures
- Standard procedures for alphanumeric filing
- Basic medical coding and terminology
- Basic knowledge of HIPAA and OSHA policies and procedures.

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	The position is filled.
Required documents:	<p>Wood County Application for Employment, cover letter, resume, contact information for at least three professional references.</p> <p>The Wood County Application for Employment can be found here: Wood County Employment Application.</p> <p>Application materials submitted without all required documents will be considered incomplete.</p>

**Submit application
materials to:**

Personnel and Compliance Officer
1840 East Gypsy Lane Rd.
Bowling Green, OH 43402
419-352-8402 Ext. 3226

wchdhr@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email wchdhr@woodcountyohio.gov or call 419-352-8402 Ext. 3226.