



POSITION POSTING

DATE POSTED: October 9, 2026
TITLE: Medical Assistant
CLASSIFIED: Full-time; FLSA Non-Exempt; Classified
PAY RANGE: Starting rate is \$19.23 per hour; Commensurate with experience
WORK HOURS: Mon – Fri 8:00 am - 4:00 pm (subject to change)
IMMEDIATE SUPERVISOR: Clinical Quality Manager

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department and the Wood County Community Health Center may be the perfect fit for you!

POSITION OVERVIEW

The Medical Assistant (MA) functions in a clinical and administrative support role to assist the health care professional ensuring the delivery of quality health care services. The MA works under the supervision and direction of licensed health professionals. The MA reports to the Operations Manager. All duties comply with **Delegation of Medical Tasks Chapter 4731- 23, Ohio Administrative Code.**

LOCATION: This position will work at our School-Based Health Center located at 700 Lemoyne Rd, Northwood, OH.

Special Note: This is a grant funded position.

ESSENTIAL DUTIES

- Accurately utilizes EHR for documentation of all data related to patient care
- Collects and processes Clinical Laboratory Improvement Amendments (CLIA) waived tests. POC testing
- Prepares patients for exams and assists licensed health care professionals (Physician/Nurse Practitioner/Registered Nurse) with exam needs
- Sets up procedures and assists licensed health care professionals with procedures following sterile technique
- Take vital signs, phlebotomy, and prepares specimens for the reference lab
- As directed by a licensed health care professional, administers topical and oral medications, injections, and nebulizer treatments; wounds/braces/wraps
- Provides education, instructions, and test results to patients under the direction of a licensed health care professional

- Under the direction of a licensed health care professional, documents and responds to medication refill requests
- Adheres to strict, established guidelines when disseminating information or restricting access to records. Follows HIPAA compliance procedures, policies, and protocols.
- Assists with patient referrals to specialists; assists with orders/annual screening tests
- Performs pre-authorizations for medical tests, procedures, and medications
- Answers phones, routes calls to the appropriate parties, takes messages, and schedules appointments

REQUIRED QUALIFICATIONS

- High school degree, or equivalent;
- Graduate of an accredited medical assistant program
- Minimum 6 months experience working in an ambulatory health care setting
- Valid driver's license. Must be maintained throughout employment

LICENSURE/CERTIFICATION

- CPR and AED Certification

PREFERRED QUALIFICATIONS:

- Associate's degree in a related field
- Current Medical Assistant Certification/License

KNOWLEDGE, SKILLS AND ABILITIES

- Experience with electronic health records systems
- Basic knowledge of primary care office practices and procedures
- Basic knowledge of medical coding and terminology
- Basic knowledge of HIPAA and OSHA policies and procedures
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

BENEFITS

Full-time employees working at the Wood County Health Department and Wood County Community Health Center receive a generous benefits package that includes:

- Medical, dental, vision and prescription drug coverage, through the Wood County, Ohio Employee Benefits Plan.
- Paid time off including vacation time, sick leave and 12 federal holidays
- Participation in the Ohio Public Employees Retirement System (OPERS)
- Eligibility for the Public Service Loan forgiveness program and the National Health Service Corps Loan Repayment program (for some positions)

Final candidates must successfully pass a background check and provide proof of a valid State of Ohio driver's license as well as 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.
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Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: https://woodcountyhealth.org/career-opportunities/ Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 Email to: WCHDHumRes@woodcountyohiohealth.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 WCHDHumRes@woodcountyohiohealth.gov or call 419-352-8402 Ext. 3201.