EMPLOYMENT OPPORTUNITY
North Orange County Community College District
1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810 Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu Website: www.nocccd.edu

MEDICAL ASSISTANT
JOB # FCC647
$3,195 - $3,863 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: June 30, 2010
100% Position, 11 MONTHS PER YEAR

CLOSING DATE: July 21, 2010

POSITION LOCATION: Fullerton College – Health Services

SCHEDULED SHIFT: Monday - Thursday, 9:00 a.m. – 5:30 p.m., Friday, 8:00 a.m. – 4:30 p.m.
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible.

TYPICAL DUTIES
This position is responsible for performing basic patient care functions to assist medical professionals with the examination and treatment of patients and related clerical functions to support the efficient operation of a college Health Services Center. Obtain limited information from patients as to reason for visit, symptoms, etc; chart patient information. Obtain patient vital signs such as temperature, weight, blood pressure, and pulse. Prepare patients for examinations and procedures; explain treatment procedures. Assist medical professionals with patient examinations and procedures; perform simple medical procedures and other clinical functions as directed by medical professionals; give injections under the supervision of a medical professional. Maintain examination rooms and laboratory by cleaning and setting up equipment, keeping rooms stocked with supplies, and preparing examination tables; order supplies as needed within established guidelines and prepare purchase requisitions. Schedule patient’s appointments and referrals. Perform a variety of specialized technical clerical duties to support office functions such as assisting in the completion of insurance claim forms, update and file patient records, and maintain files, reports and logs. Provide instruction and assistance to patients. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent; certificate of completion from an accredited medical assistant program; current CPR, AED, First Aid certificate; current injection certificate; minimum of one year of work experience performing medical assistant duties in an outpatient facility under the supervision of a licensed physician or designated clinical staff.

Ability to: Obtain patient health histories and vital signs; operate blood pressure cuff and stethoscope; perform clinical venipuncture and injections; interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate efficiently both orally and in writing; supervise, train and provide work direction to others; establish and maintain effective working relationships with others.

Knowledge of: District organization, operations, policies and objectives; basic laws and regulations pertaining to health services; first aid and emergency health care; medical terminology and practices; infection control procedures and sterile techniques; procedures and techniques involved in administering routine treatments to patients; sanitation, personal hygiene and basic health and safety precautions applicable to work in a clinical setting; correct English usage, grammar, spelling, punctuation, and vocabulary; record keeping procedures; applicable computer software applications.
WORKING RELATIONSHIPS

The Medical Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

WORKING CONDITIONS

Medical office environment; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects); requires lifting and assisting injured patients, bending and standing; subject to constant interruptions and frequent interaction with others; repetitive use of upper extremities including hand coordination activities.

TRAINING REQUIREMENTS

Bloodborne Pathogens; CPR and First Aid Certification; AED Certification

SPECIAL REQUIREMENTS

A valid California Driver's License

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Copies of the following certificates:
   Medical Assistant Certificate; current CPR, AED and First Aid Certificate; current Injection Certificate.

   Applications submitted without all of the above documents attached will be deemed incomplete and will not be considered.

APPLICATION PROCEDURE

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job#FCC647 Medical Assistant, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before July 21, 2010, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.