



**CLINICAL ASSISTANT
(MEDICATIONS ASSISTANCE PROGRAM)**

074

Jamestown
1607

DEPARTMENT: Community Services/WAMAC/OldeTowne Medical Center

NATURE OF WORK:

Performs responsible administrative and customer service work determining eligibility in the Medications Assistance Program (MAP).

Provides support in a primary care clinic setting under the direction of the MAP Supervisor and the Clinical Director.

Assists in the clinic as necessary, under the direction of the Clinical Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs eligibility work in the Medications Assistance Program.

Collaborates with other clerical support staff on a daily basis to ensure smooth delivery of services and communications.

Makes entries in patient charts as appropriate.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment including telephone, computer keyboard, typewriter, calculator, and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarity with prescription medications a plus.

Good organizational skills.

Extreme flexibility.

Knowledge of computer software.

Ability to work under pressure in a fast-paced ambulatory care setting.

Ability to work independently within the context of the job framework.

Ability to work effectively with a diverse multi-cultured patient population, clerical staff members, volunteers, and with licensed providers including nurse practitioners, registered nurses, and physicians.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and some experience in general clerical or medical assistance work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

CPR certification or ability to obtain it within a reasonable amount of time after hire preferred.

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Created: April 2005