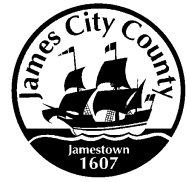


TITLE: Clinical Assistant/**Position No.** 074



DEPARTMENT/DIVISION: Community Services/WAMAC/
Olde Towne Medical Center

NATURE OF WORK: CAN, MA, LPN

- Performs responsible clerical and/or clinical duties in a medical center, including carrying out varied and complex procedural support within a medical clinic unit. Work is performed under supervision of the Clinical Director with incumbent planning, carrying out assigned duties, and resolving problems of a procedural nature.

ESSENTIAL FUNCTIONS OF THE JOB:

- Triaging Patients.
- Taking vital signs.
- Performs routine venipuncture.
- Collects and cleans speculums daily as needed.
- Sets up supplies in the walkway.
- Answers telephone as needed.
- Assigned to different areas in clinic as needed.
- Assists teams when needed, adhering to appropriate job description.
- 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 and other duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

- Duties are preferred at the Olde Towne Medical Center on a medical clinic setting. Operates standard office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have experience in phlebotomy.
- Considerable knowledge of standard office practices and procedures, equipment, and clerical techniques in a medical setting, medical terminology, and telephone triage.
- Considerable knowledge of grammar, punctuation, spelling, and arithmetic.
- Considerable knowledge of general office computer software and associated equipment.
- Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.
- Ability to independently apply and carry out policies and procedures within assigned areas of responsibility.
- Ability to operate a computer.
- Ability to proofread, research files, and logically organize information.
- Ability to work under pressure and to meet deadlines.
- Ability to establish and maintain effective working relationships with doctors, nurses, other coworkers, volunteers, and the public.

MINIMUM QUALIFICATIONS:

- CNA, MA, LPN, or Phlebotomist or any equivalent combination of education, training, 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.

Date: June 2010

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