



# GREATER VALLEY HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavours.**

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

|                        |                          |                       |             |
|------------------------|--------------------------|-----------------------|-------------|
| Job Title              | <b>Medical Assistant</b> |                       |             |
| Wage Range             |                          | Schedule              | M- F        |
| Working hours per week | 40                       |                       |             |
| Reports to (job title) | Clinical Manager         | Non- Exempt<br>Exempt | Non- Exempt |

**Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)*

This position functions under the supervision of the Clinic Manager for general clinical support and administrative duties.

**Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)*

|                    | Requirements   | Essential/Desirable |
|--------------------|--|---------------------|
| Qualifications     | Graduate of a Medical Assistant training program with Montana Certification as a Medical Assistant or demonstrated competencies and experience as a medical assistant. | Essential           |
| Experience         | Preference will be given to persons with previous medical assistant experience in a clinical setting.  | Desirable           |
| Knowledge & skills | Knowledge of current clinical practice standards, including universal precautions.   | Essential           |
| Abilities          | Ability to understand and disseminate information relating to the operation of the Health Center<br><br>Maintain effective working relationships with staff and public | Essential           |

|                        |   |           |
|------------------------|---|-----------|
| Special Requirements   | Have and maintain a valid Montana's driver license.   | Essential |
| Attitude & disposition | Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above. | Essential |

**Main Duties and Responsibilities of the Role:** these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Prepare and room patients.  
 Manage lab specimens— preparation, mailing, filing and follow-up.  
 Provide phone triage and follow-up under direction clinical supervisor.  
 Assist provider in the completion of EKGs, Holter monitors and other screening tests.  
 Schedule diagnostic tests, consults and procedures with referral physicians.  
 Assist clinical provider in minor surgical procedures.  
 Provide injections and immunizations under direction of the provider and complete all necessary documentation.  
 Stock rooms and maintain inventory.  
 Perform phlebotomies and other CLIA-waived testing.  
 Manage record requests and receipts from pharmacies and other medical specialists.  
 Assist with quality assurance activities.  
 Refer to the Medication Assistance Program for FCHC patients.  
 Documentation in EHR.  
 Provide back-up support to front office staff.

**Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, required. Frequently required to walk, sit, talk, and hear.  
 Must occasionally lift and/ or move up to 25 pounds.  
 Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.  
 Work occurs in clinical, medical facility environment.  
 Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations.  
 May involve occasional exposure to pathogens which requires knowledge of basic infection control and safety procedures.  
 May involve occasional travel by auto to attend meetings with community partners.

**Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

**Communication & Networking** (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required both verbal and written.

**Finance/Resource Management** (*budgeting, forecasting*)

Use supplies efficiently.

**People Management** (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

## Confirmation Section

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**Employee Signature**

Date:

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**Print name**

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**Supervisor Signature**

Date:

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**Print name**

**CEO:**

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**Comments:**