



For the future of every student

CLASS TITLE: MEDICAL OFFICE OCCUPATIONS LAB ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor assists teacher(s) and/or other Adult Education vocational staff in the instruction, supervision and training of individuals or groups of students by providing assistance and instruction to students in the medical occupations classes; provides a variety of clerical support functions related to the activities and operations of the program; and Provides specialized paraprofessional instructional activities in support of the educational objectives of certificated staff and requires a high degree of positive contact with students and certificated staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Sets up materials and equipment for daily activities in the medical occupations labs; turns on machines, loads appropriate software and ensures equipment is operational.

Tutors and remediates students in medical occupations classes, individually or in small groups, reinforcing or following-up on instructions provided by the instructor; explain concepts, principles and terminologies to student, including but not limited to medical back and front office, physical therapy, and pharmacy technician courses.

Answer questions presented by students.

Instructs and assists students in the proper use and basic maintenance of a variety of medical back office equipment including but not limited to autoclaves, precision scales and measuring devices, heat sealers, counting trays, stethoscopes, blood pressure cuffs, etc.

Instructs and assists students in the proper use and basic maintenance of a variety of medical front office equipment including but not limited to personal computers, related peripheral equipment and a variety of software, calculators, and medical transcription equipment.

Establishes, maintains and processes computerized and manual records and files related to program activities and operations' creates database and spreadsheet applications, updates information, and prepares/prints reports.

Performs a variety of clerical support functions; generates letters, requisitions, and forms; answers telephone, takes messages, and provides information; files student, instructional, and program records and materials; duplicates a variety of materials.

Assist in the administration and scoring of tests and class assignments.

Assist in the inventory and maintenance of program equipment and supplies.

Performs related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Specialized knowledge of medical support occupations and procedures as well as the operation of a variety of medical equipment

Fundamentals of medical assisting.

Medical terminology.

Nomenclature, use and maintenance of instruments and equipment utilized by the medical field.

Personal hygiene and sanitary standards for equipment and materials.

Basic measurement equivalencies.

Safety rules and correct procedures related to equipment and patient care.

Operation of assigned office and instructional equipment.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills Interpersonal skills using tact, diplomacy, patience and courtesy.

Adult student learning principles

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

ABILITY TO:

Communicate specialized front and back medical office information to students who have varying levels of comprehension.

Learn and apply appropriate instructional techniques.

Identify and meet the needs of adult students.

Convert quantity measurements to their equivalencies, i.e., liters to ounces, etc.

Make accurate and precise measurements

Perform routine clerical duties such as filing, duplicating and maintaining records accurately.

Print and write legibly.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Read and follow rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Demonstrate intact short-term and long-term memory.

Demonstrate empathy, friendliness, patience and responsibility.

Be motivated to produce high quality work product.

Comprehend and follow directions.

Oversee students, administer assignments and tests, and perform general clerical tasks.

Work with and demonstrate sensitivity to a diverse population of students

Observe health and safety regulations.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer, related peripheral equipment, and assigned software.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and six months experience in a medical front and/or back office setting or professional certification in the health care career sector.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certification issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Adult career and technical education classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting, standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Lifting up to 50 pounds.

Reaching overhead, above the shoulders and horizontally.

HAZARDS

Handling sharp objects

Exposure to medical gases (such as oxygen)

Approved by Personnel Commission: 10/15/2008
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