Medical Assistant- Part Time

Youngstown, OH, US

Salary:$17.00 Hourly

APPLY AT WWW.COMPASSFAMILY.ORG

OVERVIEW

Interactions with clients within a residential setting which are therapeutic and provide advancement of goals set forth in the ISP. Judgements made about clients on their behalf which are appropriate both to the individual's functioning and the agency's risk tolerance standards. Medication management duties along with timely and complete documentation which is clinically accurate and substantive and meets production standards. Demonstrating a commitment to care while interacting constructively with essential others to serve and advance the quality of care. **PART-TIME, 3:00PM-8:00PM, MONDAY - FRIDAY**

GENERAL DUTIES

- Formulation of ISP (Pharmacological Management Plan) in areas related to medication or health issues.
- Individual med-somatic assessment.
- Individual education related to medication
- Spontaneous interactions and activities
- Teaching and consultation with clients in matters related to medication and medical issues.
- Health assessment, AIMS testing.
- Reviewed available information prior to visit meaning labs, oaars and hospital papers.
- Decisions regarding resident's medical needs.
- Medication Storage, handling, ordering and administration according to agency policy and generally accepted medical practice.
- Documentation is complete and timely.
- Insures that sufficient medical referral information is available as soon as possible.
- Intake paperwork, health assessment, progress notes, billing logs and discharge paperwork.

- Facilitates the acquisition of an adequate amount and quality of referral information re: medical concerns and medication concerns
- Makes collateral contracts to gather more psychosocial information.
- Medication logs.
- Health assessments, progress notes, billing logs.
- Billing logs refer to ISP.
- Doctor's orders, medical problems, etc.
- Interactions with peers and supervisors, other service providers, family and significant others, other concerned members of the community as well as interactions with physicians and other health care providers.
- Participates actively and productively in agency meetings and case reviews.
- Introduces and/or implements new ideas for improving the quality of care.
- Attentive/responsive to feedback from residents, significant others and community providers/members.
- Shares skills and expertise with other agency staff, e.g. log notes, in services, workshops, etc. Advances own level of skill and competency through participation in continuing education opportunities.
- Participates in Pharmacological Mgmt. Committee.
- Performa medication management services at Marmion office one day per week.
- Infection control resource.
- Medical resource to other agency programs. Sign off on health assessments.

QUALIFICATIONS

Education/Experience: Certified Medical Assistant. Minimum of 2 years social service and/or behavioral health related experience is preferred. Phlebotomy experience preferred.

Technology: Electronic medical record system. Microsoft office products.

Interpersonal/Human Relations Skills: Strong social, communication and written skills. Must have the ability to develop rapport with clients and staff. Ability to collaborate with members of the treatment team including nurse practitioners, counselors, and case managers. Ability to multi-task; while maintaining accuracy and organization. Have a

working knowledge of basic to intermediate electronic health records systems is preferred. Ability to work varied shifts, if deemed necessary to service outpatient client needs.