

**Gulf Coast Trades Center
Job Announcement**

Position: Medical Assistant (M.A.) or (CNA)

Position(s) Available: 1 (one)

Opening Date: January 29, 2017

Closing Date: Until Filled

Salary: Depends on Experience

Status: Non-Exempt

General Description:

This position is responsible for providing treatment and rendering first aid as medically necessary to the student population of Gulf Coast Trades Center.

Reports To:

Medical Supervisor

Supervises:

None

Qualifications:

- Must be licensed as a Medical Assistant.
- Must have experience in providing direct health services in a clinic, hospital, or military out-patient setting under a physician's direction.
- Must be able to work in a team setting.
- Travel as required and other licenses and certifications as required by Agency or law.
- Must have own transportation and possess a valid Texas Drivers License.
- Must satisfactorily pass a criminal history check and drug screen.

Specific Duties:

- The ability to render first aid treatment, administer medication/prescription as prescribed by a physician, and keep current medical records for ill and injured students and staff.
- Serve as first responders in the event of on-campus emergency.
- The ability to conduct health education sessions for participant population regarding personal hygiene, drug abuse, and health maintenance resources.
- Verifies medical information by interviewing patient; addresses any issues related to preexisting/existing conditions as they become medically necessary.
- Pursue and apply appropriate insurance coverage for all students in care as necessary (Medicaid). Communicate insurance/medical costs to appropriate entities as it relates to reimbursement as directed.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records; keeping patient information confidential.

- Counsels patients by transmitting physician's orders and questions about necessary procedures.
- Schedules appointments and provide transportation; verifying times with patients, caseworkers and related staff; in addition to preparing charts, pre-admission and consent forms as necessary.
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.
- Keeps supplies ready by inventorying stock; performing daily counts, placing orders and verifying receipt.
- Keeps medical office and clinic area clean, reporting any maintenance issues as needed to ensure prompt repair.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Serves and protects the GCTC population by adhering to professional standards, policies and procedures, federal, state, and local requirements.
- Enhances GCTC reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Represent GCTC in a professional, ethical manner in all aspects of employment.
- Completes other duties as assigned.

CONTACT:

Michelle Harris
Human Resources
143 Forest Service Rd., #233
New Waverly, Texas 77358
Phone: (936) 344-7847
Fax: (936)344-2386
Email: jobs@gctcw.org