

COOS COUNTY JOB ANNOUNCEMENT

Medical Care Assistant COOS HEALTH & WELLNESS

\$3564 - \$4127 per month

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Building
Email all Coos County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date: 6/2/2026

1.	Classification Title: Public Health Medical Care Assistant
2.	Working Title: Public Health Clinic Medical Care Assistant
3.	Department: Coos Health & Wellness – Public Health Division
4.	Pay Grade: 414 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? To provide clinical, administrative, and outreach support services within the Public Health Division serving marginalized and underserved populations. This position assists Public Health nursing staff and supports, communicable disease response activities, immunization and STI clinics, outreach events, and daily clinic operations.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none">• Assist with vaccination clinics and STI testing clinics under the direction of licensed medical staff and established protocols.• May administer injections and vaccines as ordered by a medical provider or standing order protocols.• Cover clinic operations when nursing staff are off-site at outreach events.• Assist with specimen collection, point-of-care testing, and documentation for STI screening and other public health services.• Document client contacts, services provided, and interventions in the electronic health record.• Assist with clerical and administrative duties including scheduling, client reminders, scanning, filing, data entry, copying, and maintaining clinic records.• Support communicable disease investigation activities through documentation, record collection, data entry, and research assistance.• Assist Public Health staff with tracking and follow-up related to communicable disease investigations and reporting requirements.• Assist with coordination and planning of community outreach events, vaccination events, and public health campaigns.• Provide staffing support for large public health outreach events and community clinics.• Coordinate client care and referrals with community partners and agencies as directed.• Assist with maintaining clinic supplies, vaccine inventory, and exam room cleanliness.• Utilize electronic systems and databases for tracking clinic services, referrals, and public health activities.• Adhere to strict policies regarding client confidentiality and HIPAA compliance.• Work collaboratively with nurses, providers, disease investigation staff, and other Public Health personnel.• Other duties appropriate to the classification, as assigned.
7.	Supervision. This position is supervised by the Public Health Clinic Manager. This position does not supervise personnel.
8.	List the minor duties assigned to this position. <ul style="list-style-type: none">• Attend staff meetings, trainings, and outreach activities as directed by supervisor.• Keep medical supplies stocked and clinic/exam rooms organized and clean.• Assist clients within clinic setting as needed.• Provide support services to Public Health staff including copying, printing, stocking, filing, and typing.• Assist with setup and cleanup for outreach clinics and public health events.• Support quality improvement (QI), workforce development, and performance management activities.• Other duties appropriate to classification, as assigned.

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9. Working conditions of position.

Position is located within the Public Health Division in a clinical and office setting. Hours are generally Monday through Friday from 8:00 a.m. to 5:00 p.m., with occasional schedule adjustments for outreach events or community clinics. Occasional travel may be required for outreach events, trainings, or other work-related duties.

This position requires frequent interaction with the public and may involve exposure to communicable diseases. Duties may require stooping, bending, reaching, standing for extended periods, and lifting up to 50 pounds.

10. List required special skills, licenses, certificates, etc.

- High school diploma or GED required. College coursework in healthcare, public health, medical assisting, psychology, or a related field preferred.
- Preference may be given to candidates with Medical Assistant training or certification. Employees hired without certification will be required to obtain certification within 6 months of hire.
- Experience in healthcare, public health, immunizations, communicable disease response, or clinical services preferred.
- American Red Cross CPR/Basic First Aid certification is required within 90 days of hire.
- Knowledge of medical terminology preferred.
- Basic office skills including typing, computer proficiency, and use of electronic health records.
- Ability to work in a Windows software environment and learning new technologies and electronic systems.
- Knowledge of scheduling software and clinic operations preferred.
- Understanding of vaccine administration, STI testing procedures, and infection control practices preferred.
- Strong organizational skills and ability to maintain tracking systems and accurate records.
- Ability to prioritize tasks and work effectively in a fast-paced environment.
- Strong verbal and written communication skills.
- Ability to work effectively as part of a multidisciplinary team.
- Ability to maintain professional boundaries and handle confidential information in compliance with HIPAA and County policies.
- Regular and consistent attendance required.
- Must be able to establish and maintain harmonious working relationships with staff, community partners, and the public.
- Must represent the County and Department in a professional and positive manner.

11. Is operation of motor vehicle required? Yes No

12. List equipment, tools, machines used in performance of duties.

Computer including Electronic Health Record systems, scheduling software, printer, scanner, fax machine, multi-line phone system, vaccine storage equipment, point-of-care testing equipment, and standard office equipment and software.