



POSITION AVAILABLE  
**Certified Medical Assistant**  
**(Starting Salary: \$17.88 - \$21.03/Hour – DOE/DOQ)**

**POSITION TITLE:** Certified Medical Assistant

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Coordinator of Nursing Services

**JOB PURPOSE:** The Medical Assistant (MA) supports the daily activities of Nursing Services. The MA provides clinical assistance to clients seeking medication support services and performs routine in-house testing as ordered. In addition, the MA assists with medication services at the residential facilities and Clallam County Respite Center (CCRC), and maintains appropriate connections with pharmacies and other medical providers throughout the community.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides direct client related to observation, intervention, and stabilization of clients with chronic mental illness.
- Provides client services including clinical observation, administering medications (both oral and IM injectables), monitoring vital signs and physical parameters, and assessing compliance and observing for side effects.
- Obtains patient medical history, medication reconciliation, and chief complaint.
- Performs EKG, urine dips, and any other in-house testing as ordered.
- Processes refill requests and prior authorizations as indicated per department procedures.
- Documents care within Nursing Services guidelines and standards.
- Teaches and evaluates training for clients and staff related to medication self-administration programs.
- Works in a collegial manner with all clinical staff and supervisors.
- Documents clinical information through electronic medical records systems (EMRs), including, electronic prescribing system, and other necessary systems.
- Monitors, administers, and/or follows-up on prescribed medical treatments, medications, and laboratory tests in accordance with Provider's orders.

- In collaboration with other staff, observes for medication side effects and reports to Providers for appropriate interventions.
- Accurately transcribes Provider's orders, maintains records, and completes documentation while maintaining Federal, State, and Agency standards of confidentiality.
- Communicates accurately and efficiently with outside care providers including pharmacies and primary care teams.
- Occasionally works some evenings and weekends.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of clients and staff information.
- Maintains physical security of confidential materials and assigned Agency property.
- Attends Performance Improvement Meetings on a regularly scheduled basis.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Provides support to Arlene Engle Home (AEH) and CCRC medication programs.
- Provides support to the Medical staff through screening and referring or handling client phone calls, as appropriate.
- Maintains and documents supply of sample medications in the clinic; performs routine checks on E-Kit and AED machine and additional equipment.
- Participates in staffing, training, department meetings, and individual supervision as assigned.
- Provides new employees with TB screening.
- Performs other duties as assigned.

**PERFORMANCE EXPECTATIONS:**

- Enters client records in EMR and prescribing software.
- Abides with attendance, punctuality, and professionalism expectations.
- Administers expected duties in a timely fashion.
- Attends a minimum of 90% of required meetings, staffing, training, and education opportunities as scheduled.

**REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:**

**Education:** High School Graduate or GED; successful completion of college-level Medical Assistant Program.

**Experience:** One (1) year of clinical services with limited exceptions.

**Licensure:** Eligibility for license as MA – Certified in Washington State

**PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Experience:** Psychiatric experience preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Essential:**

- Must demonstrate the knowledge and skills necessary to provide care to adult and pediatric clients.

## **NATURE AND SCOPE:**

### **Physical Demands:**

- Moderate physical effort (lift/carries up to 25 lbs.)
- Frequent standing/walking.
- Occasionally lifts supplies and equipment.
- Required Protective Equipment: maintain Standard Precautions and uses barriers (gloves, masks, aprons, goggles, etc.) appropriately in all potential exposures to body fluids.

### **Cognitive Skills:**

- Excellent verbal and written communication skills.
- Ability to learn and utilize Agency's EMR.
- Willingness to work as a team member.
- Ability to work independently and be a self-starter.
- Working knowledge of the administration of medications.
- Attention to detail.
- Ability to manage crises effectively.

### **Working Environment:**

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.
- Clean, well-lighted and ventilated office.

### **Working Demands:**

- Frequent pressure due to schedule demands.
- Contact with patients under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.
- Subject to long, irregular hours.

### **Principal Challenges:**

- Working collaboratively with clients, other employees, and multiple community referral services.
- Ensuring safety of client at all times.
- Maintaining professionalism under a wide variety of sometimes stressful circumstances with constant interruptions.

### **Closing Date**

- Open until filled

### **To apply, forward resume and cover letter to:**

Amanda Hill, Human Resources Specialist  
Peninsula Behavioral Health  
118 E. 8<sup>th</sup> Street

Port Angeles, WA 98362  
Or,  
[employment@peninsulabehavioral.org](mailto:employment@peninsulabehavioral.org)  
or apply at [www.peninsulabehavioral.org](http://www.peninsulabehavioral.org)

(Equal Opportunity Employer)

**NOTICE**

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.