

Position Title: Medical Assistant
Program: Brooks Respite and Recovery Center Program
Program Location: Redmond, Oregon
Supervisor: Medical Services Coordinator or Medical Director
Employment Status: Full Time Regular
FLSA Classification: Non-Exempt
Salary/Wage: \$17.00 - \$22.31/hour DOE

This position is eligible for a \$500.00* Loyalty Bonus paid out in installments!

Summary: The medical assistant will be responsible for residential clients' medication management, routine medical procedures, triage, coordination of care, and to alert the Medical Service Coordinator and/or MD of medical concerns for residential clients

Job Relationships:

- Reports to: Medical Services Coordinator or Medical Director
- Employees Supervised: None

Essential Functions and Responsibilities:

1. Manage residential client medications
2. Set-up weekly medi planners
3. Process new medication orders
4. Update Dr. Cloud with med changes
5. Make and print out MARS
6. Order medications for clients as needed
7. Complete medication preauthorization's as needed
8. Administer controlled meds and tapers
9. Order and track all weekly routine lab orders
10. Coordinate acupuncture
11. Take and record vital signs/daily weights/blood glucose monitoring/insulin/injections
12. Wound care as delegated by RN
13. Coordinate care with PCP office including;
14. Notification letter
15. Set-up follow up PCP appointment for after graduation
16. Assist with ride/transportation coordination for medical visits
17. Assist with Advantage Dental screenings
18. Triage medical concerns and pass on to RN as indicated
19. Gather health information to complete intake forms with new residential clients including nutritional screenings, health history and standing orders.
20. Review medications with client at discharge and ensure client has adequate supply and understanding of meds.
21. Venipuncture for stat lab orders
22. Review emails and respond as appropriate.

Experience and Education Minimum Requirements:

1. Must possess a current Medical Assistant certification from an accredited program
2. Current First Aid and cardiopulmonary resuscitation (CPR) certification

3. For individuals recovering from the disease of alcoholism and/or from other drug addiction, have maintained continuous sobriety for the immediate past two years at the time of hire
4. Experience taking and recording vital signs
5. The ability to work independently and the skills to be a successful team player
6. Must get along well with coworkers
7. Possesses the ability to network with all resources in order to provide the best customer service possible
8. Proven excellent customer service skills with clients and/or family members seeking help from BCTS
9. Compassion towards individuals with mental illness and substance abuse disorders.
10. Language: English – written & spoken required; bi-lingual preferred

Tool and Equipment Used:

Laptop computer, fax machine, scanner, copy machine, telephone, projector, MS Word, Excel, Outlook and Website maintenance.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon and prescribed by the Medical Director.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)