



WESTMONT

Medical Assistant – Fulltime (32.5 hrs/wk; 10 months August – May)

Student Health Services

Position Summary:

Under the supervision of the Director of Student Health Services, the Medical Assistant assists medical clinicians with office procedures and direct student patient care including assisting with exams and procedures, taking vitals, checking in/out patients, filling out necessary paperwork, taking phone messages and following directives from the clinicians.

Qualifications:

Requirements include the following:

- Personal affirmation of the Christian mission of Westmont and the Community Life Statement and adherence to its behavioral expectations
- High School diploma or equivalent
- Qualified candidates will have a medical assistant diploma and/or certificate, EMT certification or certified nurse assistant certification and Basic Life Support (BLS) certification
- Medical Chaperone training required (or willingness to be trained)
- Injection certification is highly desirable
- Highly developed organizational skills, attention to detail, initiative, flexibility and professionalism; ability to manage multiple tasks; strong interpersonal skills and ability to work as a team player; exhibits a highly developed ethic of discretion and confidentiality
- Knowledge of or capacity to learn and utilize electronic medical records and common medical terminology and pathologies
- To comply with Santa Barbara County Public Health Department Health Officer Order, this position must provide evidence of annual influenza vaccination, or wear a surgical mask while working in patient care areas during the influenza season

Pandemic Statement:

The college is vigilantly monitoring and acting in accordance with all applicable public health directives related to COVID-19. As a condition of employment in this position, you will be required to provide proof of Full Vaccination or submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection).

Responsibilities:

- Welcomes student patients, and establishes a warm and friendly clinical environment
- Describes and performs the check-in process including obtaining patient's histories and vital signs, and prepping patients for exams and special procedures
- Assisting clinicians during exams and special procedures within scope of practice
- Performing simple point-of-care laboratory tests as ordered by the clinician(s)
- Fulfills clinician orders within scope of practice for, but not limited to, wound cleaning, dressing changes, suture removal, fitting of a variety of orthopedic appliances, plaster and fiberglass splinting, and ear lavages
- Identifies and completes necessary paperwork accurately and completely
- Tracks test results and labs
- Obtains medical records and lab and X-ray results when needed. Process prior authorization as needed

- Maintains patient confidentiality consistent with HIPAA regulations. **Note:** Any HIPPA or FERPA violation is subject to disciplinary action
- Responds appropriately in emergency situations as well as with distressed or emergency patients
- Restocks supplies, monitors and rotates expiring supplies and medications
- Cleans exam rooms and equipment (including cleaning up patient emesis, blood, excreta, and body fluids) using universal precautions that adhere to HIPPA regulations
- Keeps areas neat, clean and orderly, maintaining a safe environment for patients and co-workers
- Interfaces daily with students, faculty, staff and parents regarding services and needs. Directs students to appropriate college resources
- May assist with front office responsibilities including, but not limited to, making appointments via the electronic medical records system. Assisting in providing other electronic medical records input as needed. Answering the phone, relaying accurate messages. Answering general questions regarding Student Health policies and procedures
- Functions as a member of the clinic team, assisting with back or front office duties as appropriate
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned

Days/Hours: Monday – Friday, 9 am – 3 pm during the days the students are in session and the Health Center is open. The Health Center is not open during the summer.

Reports to: Director of Student Health Services

Pay Range: \$17.90/hr - \$24.06/hr