

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **MEDICAL ASSISTANT - CERTIFIED**

Spec No. 2370

### **BASIC FUNCTION**

Provides basic direct medical assistant care to inmates in the Snohomish County Jail.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Prepares inmate patients for health care visit by rooming inmates for the provider appointments; supports patient care delivery by assisting providers during examinations; takes vital signs of inmates.
2. Assists with the preparation of treatment carts of daily treatments for inmates.
3. Answers phone calls; schedules appointments; calls for records verification history.
4. Verifies patient information by interviewing inmate patients; reviews, records and scans information obtained into inmate's electronic medical record; charts information regarding health status, treatment, test results and medication log; prepares required reports.
5. Prepares laboratory specimens; performs basic laboratory tests on the premises; disposes of contaminated supplies; sterilizes medical instruments used in the clinic; administers medications within the jail facility within scope of practice; authorizes prescription refills as directed by a provider; telephones pharmacies for prescriptions; draws blood samples; prepares inmate patients for x-rays; conducts electrocardiogram (EKG) on inmate patients; removes sutures; changes wound dressings.
6. Educates inmate patients by providing information and instructions on medications and diet; answers questions from inmate patients regarding the information provided
7. Responds to insurance companies and other third party inquiries; records billing information of services rendered; completes insurance forms as needed
8. Ensures adequate supplies are on hand by inventorying stock, placing orders and verifying receipt of products.
9. Ensures proper equipment operation by following operating instructions, troubleshooting breakdowns, facilitating preventive maintenance and calling for repairs as needed
10. Maintains a safe, secure, professional and healthy work environment by adhering to and enforcing professional standards, policies and procedures; complies with legal regulations including federal, state and local requirements.

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### STATEMENT OF OTHER JOB DUTIES

11. Assists with maintaining the cleanliness of the work area.
12. Performs related duties within the medical clinic or medical housing module as required.

### MINIMUM QUALIFICATIONS

Graduation from an accredited Medical Assistant – Certified program; State of Washington Medical Assistant - Certified License. Successful completion of Basic Life Support (BLS) for Health Care Providers and CPR/AED certification is preferred. Must be a lawful permanent resident or United States citizen. Must pass job related tests.

### SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological evaluation and pre-employment drug screening. Candidates must be at least 21 years old at the time of application. No maximum age. As a condition of continued employment, must maintain Medical Assistant certification and license as required by applicable statutes.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- Medical assistant principles, practices and concepts
- basic problem solving methods
- clinic medications

Ability to:

- utilize basic problem solving skills
- work and effectively communicate with inmates and co-workers
- utilize medical assistant knowledge and apply proper techniques
- follow oral and written instructions
- keep records and prepare reports
- promptly and accurately assess emergency situations
- remain up-to-date on job knowledge through participation in educational opportunities

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### SUPERVISION

Employee performs duties as assigned by the Registered Nurse Supervisor. Employees independently perform recurring duties as assigned by a registered nurse or practitioner. New or unusual assignments are performed under specific instructions and technical direction by a registered nurse or practitioner.

### WORKING CONDITIONS

The work is performed in a maximum security detention facility, primarily in the medical clinic and medical housing modules. Employees are required to work primarily day shift as assigned. Employees may be required to restrain, lift or move inmates for emergency medical purposes. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material; pharmaceuticals, infectious diseases and in-person contact with inmates. Physical and mental demands include ability to perform tasks involved in operating common office equipment; move and/or lift up to forty (40) pounds; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2015

Previous Spec No. 2370

Revised: June 2018

EEO Category: 3 - Technicians

Pay Grade: 234 – Corrections Support Pay Plan

Workers Comp: 1501 Hazardous

Approved by the Snohomish County Civil Service Commission January 7, 2015

Approved by the Snohomish County Civil Service Commission June 6, 2018