

### Adolescent Health Medical Assistant E.O.E.

District Health Department #10 seeks a part-time .6 FTE Adolescent Health Medical Assistant. This position will be based in Mason County.

#### Duties:

- Under general supervision, assists medical and mental health staff in adolescent health clinic by performing clinical functions and clerical support duties, working directly with adolescents in the clinic setting.
- Performs laboratory procedures and administers immunizations.
- Works within scope of practice under medical protocols and under direction of AHC Clinician.

#### Requirements:

- Associate Degree or certification in Medical Assisting/Medical Technology.
- Experience as a clinical assistant in some capacity, performing laboratory testing/procedures and providing injections is preferred.
- CPR certification required.
- Critical clinical assessment skills within scope of practice.
- Communication skills necessary to interact appropriately with adolescents, parents/guardians, co-workers, school staff, and the public.

Submit resume and cover letter by 01/04/2021 to:

DHD #10  
Human Resources  
521 Cobb St.  
Cadillac, MI 49601  
or

online at: <http://www.dhd10.org/contact-us/join-our-team/>

***\*District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran***



#### HUMAN RESOURCES

521 Cobb Street  
Cadillac, MI 49601



P: 231-876-3815  
F: 231-775-4731



[www.dhd10.org](http://www.dhd10.org)



healthdept10