

State of Washington
Dept. of Corrections
invites applications for the position of:
Certified Medical Assistant

SALARY: \$3,316.00 - \$4,294.00 Monthly

OPENING DATE: 06/29/21

CLOSING DATE: 07/25/21 11:59 PM

DESCRIPTION:



**Medical Assistant (MA)
Full Time - Permanent
Clallam Bay Corrections Center (CBCC)**

The Department of Corrections is seeking a highly motivated and qualified individual for the position of Medical Assistant at Clallam Bay Corrections Center.

Clallam Bay Corrections Center is a 900 bed male facility located on the point of the Olympic Peninsula. It is 50 miles west of Port Angeles and looks out over the Strait of Juan de Fuca at Vancouver Island. This facility houses medium and close custody offenders. CBCC also operates an Intensive Management Unit.

Whether the work is inside a prison, in community corrections, or in an administrative office, the Washington State Department of Corrections professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society.

DUTIES:

- Provide assistance in all direct delivery of patient care by the Provider.
- Observe, document in the medical record, and report to practitioner or Registered Nurse:
 - Patient history and relevant data,
 - Current health status (physical and emotional),
 - Situation of patient, family, groups, and/or communities by interview, observation, and inspection.
- Monitor patient's condition following procedures; recognize and report emergent/urgent problems or symptomology.
- Provide clinical support to the health services team to ensure continuity of patient care and efficient clinic operations.
- Legibly document subjective and objective clinical findings and the actions taken to deliver health care.
- Maintain the confidentiality of protected health information.

QUALIFICATIONS:

- Completion of a Medical Assistant-Certified program accredited by the American Association of Medical Assistants or the Committee on Allied Health Education and Accreditation (CAHEA).
- Experience working as a Medical Assistant in an outpatient clinic setting.
- Certification by the American Heart Association in Basic Life Support and Basic First Aid.
- Ability to work competently in Microsoft Outlook, Word, and Excel.
- Ability to learn job specific DOC programs needed to perform work assignments.

- Initial and unblemished/unrestricted licensure in the State of Washington as a Certified Medical Assistant.

SUPPLEMENTAL INFORMATION:

'The mission of DOC is to improve public safety by positively changing lives.'

For additional information about the agency, please visit www.doc.wa.gov

IMPORTANT NOTES:

- Please include a minimum of three professional references with your application. A professional reference is defined as an individual who has been paid to supervise your work and can attest to your work performance, technical skills, and job competencies. If you do not have any or sufficient professional references, please include a non-related professionals, such as educators or other professional associates.
- All DOC employees are fingerprinted for criminal history background check.
- Employees work with offenders in a potentially hazardous setting. Please consider this when deciding to apply.
- We are committed to maintaining a drug and alcohol free work environment, and our employees are expected to comply with all state and federal laws. A pre-employment drug test may be administered as part of the selection process, and applicants who test positive for any controlled substances, will be disqualified from consideration.
- Animal care projects are a common component of most Washington State prisons, including dog and cat programs. Applicants with animal sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.
- Tuberculosis is a priority health issue for DOC employees. The successful candidate may be required to provide valid proof of a baseline TB skin test within 60 days from the date of hire. When positive tests result, further information, testing and treatment may also be required. Employment is not contingent upon test results.
- This position may be represented by a Union Shop.

We are committed to hiring individuals who possess core diversity competencies:

- Foster a positive attitude and openness toward the ever changing social and cultural makeup of the workplace.
- Work effectively with people of different perspectives, abilities, disabilities, races, religions, ages, genders, sexual orientations, and social, ethnic and cultural backgrounds.
- Respectfully acknowledge people's differences and recognize these differences as important and valuable.
- Promote inclusiveness.
- Be culturally sensitive and appropriate.
- Respect and value diverse backgrounds and traditions.

DOC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran, veteran status, genetic information, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

For questions about this recruitment, or to request reasonable accommodation in the application process, please call us at (360) 203-1219, (360) 640-0593 or email at kassidy.coburn@doc.wa.gov. For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6388.

Certified Medical Assistant Supplemental Questionnaire

- * 1. Have you completed a Medical Assistant-Certified program accredited by the American Association of Medical Assistants or the Committee on Allied Health Education and Accreditation (CAHEA)?
 - Yes
 - No
- * 2. Do you have experience working as a Medical Assistant in an outpatient clinic setting?
 - Yes
 - No
- * 3. Are you certified by the American Heart Association in Basic Life Support and Basic First Aid?
 - Yes

No

* 4. Do you have the ability to work competently in Microsoft Outlook, Word, and Excel?

Yes

No

* 5. Do you have an unblemished/unrestricted licensure in the State of Washington as a certified Medical Assistant?

Yes

No

* 6. How many months of paid work experience do you have in which your duties were to conduct visual testing, dressing of wounds, properly obtaining and processing cultures and other specimens including venipuncture, and capillary punctures, laboratory procedures, and performing tasks directed by providers under the legal scope of the practice of medical assistant?

0-5 months

6-11 months

12-23 months

24+ months

* 7. How many months of paid work experience do you have in which your duties were to assist with routine and specialty exams, procedures, treatments and minor office procedures?

0-5 months

6-11 months

12-23 months

24+ months

* Required Question