



Important responsibilities in helping keep our communities healthy!! [Click here to watch video](#)

Posted Date: January 16, 2025
Closing Date: Open until Filled
Position Type: 1-Full-Time
Location: Baker County Health Department/ Newton, Georgia
Paygrade/Salary: E-\$30,368, F-\$33,201 G-\$36,022
(Based on qualifications/experience)
Job Code(s): HCT100, HCT101, HCT102

Medical Assistant, Level 1, 2 or 3

We offer 13 paid holidays, Educational Support Leave, and 3 weeks accrual of Annual Leave & 3 weeks accrual of Sick Leave. A defined benefit retirement plan, plus (employer matched) 401(k) plan. Health and Flexible Benefits (Dental, Vision, Legal, Long-Term Care, Dependent Life, AD&D, Short- and Long-Term Disability, and Spending Accounts).

General Nature of Work or Job Summary

- Provides outstanding customer service
- Maintains HIPAA standards related to Privacy and Security
- Performs administrative and clinical duties as assigned by the Clinical Supervisor
- Obtain health histories, vital signs, weight and height
- Performs venipuncture and collection of other lab specimens as ordered by providers (i.e., urinalysis, pregnancy test, glucose hemoglobin)
- Assists in preparing patients for examination, drawing blood, etc.
- May handle some administrative duties which includes scheduling appointments, maintaining medical records, documenting in and electronic medical record, etc.
- May participate in health fairs, serve on committees, and make presentations
- Respond to Public Health Emergencies

Minimum Qualifications

Vocational/Technical degree in medical assisting from an accredited college OR High school diploma or GED AND One year of related experience. **(Please mail or bring a copy of College Transcript or Diploma to Interview—must have official transcript prior to start date).** Physical Requirements include occasional lifting of up to 45 lbs.

Preferred Qualifications

- Two years of experience in a paramedical capacity
- Bilingual (Fluent in Spanish and English)
- Public Health Department
- Experience working in a multi-discipline clinic

Instructions to Apply + Other Important Information:

A State Merit Application for Employment must be received by this office no later than the deadline. **Highlight any experience related to the Preferred Qualifications.** This position may require driving company vehicles (Valid driver's license required) and working some evenings and weekends during special events such as health fairs and responding to disasters. **Selected applicant must consent to a motor vehicle record assessment. Points should be less than 10 and/or not negatively impact insurance rates for the agency.** Drug screen, criminal background check and immunization records may be required. If selected, male applicants between 18 and 26 years of age must present proof of Selective Service Registration. All information submitted is subject to verification.

Southwest Health District
Tischkia Joiner-*Human Resources Recruiter*
Tischkia.Joiner@dph.ga.gov

Ways to apply(choose one): [Paper Application](#), [DPH Careers](#), [Team GA Careers](#)

We are an Equal Opportunity Employer

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

Only apply if you have a sincere desire to serve and can provide outstanding customer service, 100% of the time!