



Care Coordinator/Medical Assistant Job Description

Job Summary: The Care Coordinator/Medical Assistant will coordinate services for student care at a designated school clinic site, and provide medical services as directed under the supervision of the primary care practitioners on staff. Services to students are provided during school hours, when school is in session.

Supervisory Relationship: The Care Coordinator/Medical Assistant reports to the Director of Clinics and to the primary care staff.

Job Responsibilities:

- Serve as initial and follow up contact with students/clients
- Assist medical providers and counselors with patient care.
- Provide direct clinical services to students with full documentation to include:
 - Perform initial check-in with students.
 - Alert the provider of initial health findings and initiate interventions as directed.
 - Coordinate student referrals to parents, school personnel, community health resources, or other appropriate agencies.
 - Organize and submit required reports for both county and state health departments on a regular basis. (i.e. Washington Immunization Registry, vaccine inventories).
 - Assist in control of communicable diseases by screenings and health education of school personnel, students, and parents in preventative or remedial measures.
 - Assess student immunization levels and TB status, plan for intervention and follow-up.
 - Plan, implement, and provide follow-up for various health screenings.
 - Collect and report health and visit data of each student using designated forms.
 - Participate in The Health Center's interdisciplinary team to provide recommendations for students and/or multi-disciplinary team meetings with outside agencies.
- Coordinate immunizations with school, parents, and school health staff.
- Provide, maintain and review parent consent forms for all students
- Handle scheduling for the clinic site, including calendar management, client appointments, and any other scheduling.
- Work with students and staff regarding additional services, referrals, and resources that may be available in the community.
- Arrange and coordinate classroom presentations on various health topics throughout the year
- Plan and coordinate the logistics of clinic meetings and events as necessary.
- Attend applicable school meetings and produce meeting minutes as needed.
- Collect/enter data, file reports, and prepare measurement and outcome reports as directed.

- Serve as liaison between school and Health Center staff.
- Photocopy materials and prepare charts
- Support clinic functions by maintaining student charts and enter daily billing information
- Other duties as assigned by management team.
- Support and follow the policies and procedures of The Health Center

Education Required:

- High school graduation and completion of an accredited Medical Assistant Program.
- Current medical assistant state certification

Knowledge/Skills/Abilities Required

- Strong attention to detail. Commitment to accuracy in all tasks.
- Strong organizational skills and ability to work and collaborate in an interdisciplinary team environment
- Ability to handle multiple demands, prioritize and produce high-quality work under pressure
- Knowledge of secretarial procedures including grammar, spelling, and punctuation.
- Skill in computer applications. Aptitude for learning computer software.
- Ability to work effectively and communicate clearly with Health Center staff, school staff, and external agencies.
- Ability to maintain logs, records, and files.
- Skill in verbal and written communication, and interpersonal relations.
- Ability to work independently, stay focused on a task with interruptions, and remain calm in stressful situations.
- Ability to keep strictest confidentiality about patients and staff.
- Working at The Health Center, a school based health center, is a unique experience and staff must be flexible and adapt easily to unforeseen circumstances and changes in policy.
- Culturally sensitive and willing to work with persons from various socioeconomic and ethnic backgrounds.

Preferences:

- Bilingual (Spanish) preferred
- Familiar with ACEs (Adverse Childhood Experiences) and trauma-informed practices

Position Status: Non-Exempt (Hourly)

To Apply:

Send a letter of interest and a resume' to stan@thehealthcenterww.org.

The Health Center operates school based health centers at specific local elementary, middle, and high schools during the school year, providing free medical and mental health integrated services to enrolled students. This is an opportunity to work with an interdisciplinary team to create change for an at risk population in Walla Walla.