

POSITION VACANCY
Westminster College

Medical Office Assistant – Wellness Center

Westminster College seeks a temporary (Aug 2021-August 2022), full-time hourly Medical Office Assistant (MOA) for the Office of the Wellness Center. Responsibilities include providing clerical and clinical support to the office. The MOA assists in the provision of comprehensive health care as a member of a team of health care professionals. The MOA reports to the Director of the Wellness Center.

Essential Duties and Responsibilities

Clinical:

- Prepares patients for exam for the providers
- Assists providers in performing procedures as directed.
- Performs procedures under the direction of the Provider or Nurse, such as point of care lab testing.
- Provides a safe, caring and empathetic environment for the patient.
- Performs clinical duties such as cleaning, lab controls, stocking rooms, inventory and tracking of medications
- Assists with contact tracing, education, and management of COVID-19 cases and contacts.
- Provides health education to patients as appropriate
- Assists with campus COVID-19 testing, surveillance and symptomatic individuals.
- Maintains confidentiality of patient records and information
- Assists with other duties as assigned

Front Desk:

- Greet visitors and callers, handle inquiries, and direct individuals to the appropriate persons according to their needs
- Schedules patients appropriately with providers
- Assist with data management and statistics
- Distribute incoming mail and other materials
- Assists with development and posting of social media marketing of health promotion programs and campaigns
- Maintain paper and electronic health care records and correspondence
- Assists with office inventory management and ordering supplies
- Assist with other duties as assigned

Qualifications

- High school diploma or equivalent is required.
- Successful completion of Medical Assistant program preferred or equivalent hospital program
- One year of direct patient care experience preferred.
- Certification in CPR (BLS) required
- Proficient in computer skills, experience with Microsoft Office Applications and EMR preferred.
- Excellent verbal and written interpersonal communication and customer service skills
- Strong organizational and task management skills with the ability to manage multiple projects
- Ability to handle confidential material with discretion and to work independently in a deadline-oriented environment
- Demonstrated ability to work in a team environment; ability to be flexible with job functions

To Apply

Interested individuals should submit a cover letter, resume, and the names and contact information for three work-related references to Melissa Baron, Director of the Wellness Center by email to baronmm@westminster.edu. For full consideration, application materials must be received by **August 9, 2021**. An offer of employment is contingent upon the successful completion of an extensive background check.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.