

Position Title: LICENSED PRACTICAL NURSE or CERTIFIED MEDICAL OFFICE ASSISTANT

Department: Physician Office Practice

Pay Rate: LPN - \$12.75 min doe / MOA - \$10.35 min doe

Job Summary: Serves as the first contact with patients entering the clinical area. Prepares charts and physical facilities for patient encounters. Prepares patients for examination.

Qualifications: The following qualifications, or equivalents, are the minimum requirements necessary to perform essential functions of this job.

Education and Formal Training:

High School diploma or equivalency. Maintains current Medical Office Assistant certification and/or current Practical Nurse License. Also, maintains current BCLS certification.

Work Experience:

One-year medical experience preferred.

Knowledge, Skills and Abilities Required:

Demonstrates the ability to interact effectively with patients, families and others. Demonstrates an attitude of cooperativeness and team spirit. Provides evidence of professional values and ethics.

Physical Requirements:

Must be able to lift at least 75 pounds. Visual acuity sufficient to read small typing and computer screen, must be able to hear conversation level, must be able to bend, stoop, and sit or stand for extended periods of time. Must be physically able to perform CPR. Must be able to handle stress well.

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time.