

HUMBOLDT STATE UNIVERSITY



Medical Assistant

Student Health Center

Job # 21-71

Close Date: Tuesday, November 2, 2021

(Job #21-71) Medical Assistant, \$2,427-4,179/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, non-exempt, benefited, 10/12 pay plan (work 10 months of the year with pay and benefits over 12 months), permanent position in the Student Health Center. This position comes with an extensive benefit package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, life insurance, and voluntary pre-tax health and dependent care reimbursement account. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

The purpose of Student Health and Wellbeing Services (SH&WS) at Humboldt State is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional outreach, referrals, educational services and campus consultations. Student Health Center staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees understand, support, and comply with the mission, goals, policies, and procedures of SH&WS; and accept the concept of a team and the multidisciplinary approach to providing quality health care. The SH&WS team works closely together to serve their mission, while also valuing a warm, fun, and collegial environment – frequent laughter, occasional staff pot lucks, and a group of talented people serving a meaningful mission together make SH&WS a great place to work, full of exceptionally dedicated staff who are excited to welcome new staff members to our team.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under regular supervision, the Medical Assistant (MA) supports the medical practitioners through standard medical assistant duties as well as administrative and clerical duties, in support of Student Health and Wellbeing Services operations.

Duties:

- Assist in coordination of patient flow.
- Check-in and escort patients to appropriate clinical areas.
- Instruct patient regarding correct preparation for examinations or treatments.
- Collect, record, and monitor patient data such as weight, height, vital signs.
- Assist clinicians in delivery of health services such as exams, procedures and treatments.
- Act as a chaperone for patient safety and comfort when needed.
- Ensure clinic areas are stocked, organized, cleaned and disinfected as necessary.
- Order supplies as needed.
- Prepare examination and treatment rooms, set up treatment trays, sterilize instruments and equipment needed.
- Monitor and coordinates servicing for medical equipment.
- Schedule appointments as needed.
- Process documents as needed (faxes, scans)
- With appropriate training and certification may administer injections and perform procedures such as electrocardiogram, spirometry, and ear lavage.
- Assists in management of severely ill patients, able to perform CPR.
- Attend required meetings and trainings.
- Assists student with sign-ups for FamilyPact, patient assistance programs if needed.
- Other duties as assigned

Minimum Qualifications: High School diploma or equivalent or combination of education and experience which provides the required knowledge and abilities. Familiarity with a health care setting.

Knowledge, Skills, and Abilities: Sound foundation in English grammar, spelling and punctuation; ability to understand standard office procedures; basic knowledge of typical clinic operations and organization ranging from reception and scheduling to health care delivery and processing/scanning paperwork; ability to learn new assistance methods and techniques; working knowledge and understanding of basic medical terminology; ability to follow instructions and to ensure that patient confidentiality, privacy and safety are maintained; ability to enter and maintain patient data in an automated system; ability to multi-task; proven ability to maintain dependable work habits, effective working relationships, positive attitude and team approach with staff; ability to communicate sensitively and capably with a diverse patient population.

Preferred Qualifications: Certification in medical assisting.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/97089>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Tuesday, November 2, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU's Human Resources Office at (707)

826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 8148

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See more photos at [Humboldt State University's Flickr page](#).