

CAL POLY HUMBOLDT



Medical Assistant (Pool)

Student Health Center

Job #22-42

Open Until Filled

First Review Date: Tuesday, April 5, 2022

(Job #22-42) Medical Assistant (Pool), \$18.00 – \$28.93 per hour. Appointments are typically made at the beginning of the salary range. This is a temporary, on-call, non-benefitted, intermittent hourly, position in the Student Health Center.

Now is an exciting time to join the Student Health Center as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are 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 Cal Poly Humboldt 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.

Key Responsibilities:

- 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.
- Monitors 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, ear lavage.
- Assists in management of severely ill patients, able to perform CPR.
- Attend required meetings and trainings.
- Assists student with sign-ups for FPact, patient assistance programs if needed.
- Other duties as assigned

Knowledge, Skills, and Abilities Associated with this Position Include: 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.

Minimum Qualifications: High School diploma or equivalent. Familiarity with a health care setting. Six months of medical office employment performing similar duties to those described in the essential job functions above.

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
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt 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/104607>

Application Deadline: This position will remain Open Until Filled. The first review date will be on Tuesday, April 5, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt 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). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt 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.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt 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 135,500. 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.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or 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.

Cal Poly Humboldt 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 Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt 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. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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.

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See more photos at [Cal Poly Humboldt's Flickr page](#).