

JOB ANNOUNCEMENT
Medical Office Assistant - Temporary

The NC Alliance of Public Health Agencies is accepting applications on behalf of the Henderson County Department of Public Health for a part time, as needed Medical Office Assistant. This position is under the supervision of the Clinic Nurse Supervisor and provides support to the lab and nursing personnel in the clinic setting. Responsibilities include phlebotomy; medical role that has assigned clerical support duties in addition to performing low level medical functions (vital signs, blood work, cleaning/maintaining exam rooms). Work is performed during a 37.5 hours week Monday, Tuesday, Wednesday, Friday 8:00 A.M. – 4:30 P.M. & Thursday: 9:30 A.M. – 6:00 P.M. with some advance flexibility.

Requirements: Graduation from high school and successful completion of a one-year formal training course in medical office assisting at a community college or technical institute; or graduation from high school and a combination of one year of clerical and health/dental related experience; or an equivalent combination of training and experience. Spanish/English bilingual skill preferred, but not required.

Pre-employment background check & drug screen required.
EOE/M/F/D/V

Hourly Rate: dependent on experience