

# Rescue Mission of Trenton

## Position Description

**Job Title:** Medical Assistant

**Reports to:** Registered Nurse

**Job Title(s) Reporting To This Position:** N/A

**FLSA:** Non-Exempt

### Scope of Services

The Medical Assistant will assist in providing medication monitoring and coordination of all medical, concerns of the behavioral health residents in conjunction with the Registered Nurse or direct physician orders and assist in the supervision of clients in the behavioral health unit.

### Qualifications for Position

*Education:* High School Diploma or Equivalent & Medical Assistant Program Completion

*Experience:* Experience in an office setting or clinic

*Skills and Abilities:* Excellent writing, communication, and organizational skills; ability to use personal computers and associated software applications, Spanish a plus.

*Other Requirements:* Valid driver's license

### Job Specific Duties & Responsibilities

#### Miscellaneous

- Demonstrates the ability to work with clients with co-occurring disorders
- Oversees client self-administered medication at scheduled designated times
- Oversees urinalysis collection and process
- Assist with Telemedicine or Telehealth Processes
  - Ensuring Client timely arrival
  - Setting up Room and Equipment
  - Troubleshooting Technical Issues
  - Checking vitals if applicable
- Assist in emergency situations
- Documents completely all client encounters in clients' file
- Maintain a good professional relationship with all BH Staff and outside agencies
- Participate in meetings and trainings
- Other duties as per unit demand: phone coverage, filing, floor coverage, scanning, etc.

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This form is designed to identify the "Physical Requirements" of a particular job. All requirements are

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4/28/2021

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subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. This document is not an employment contract.

<b>PHYSICAL REQUIREMENTS</b>	<b>EQUIPMENT AND TOOLS</b>
<p>✓ <b>Check which of the following best describes the position</b></p> <p><input type="checkbox"/> <b>Sedentary work</b> - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p> <p><input checked="" type="checkbox"/> <b>Light work</b> - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.</p> <p><input type="checkbox"/> <b>Medium work</b> - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> <b>Heavy work</b> - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> <b>Very heavy work</b> - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50</p>	<p><b>List equipment and tools operated and the frequency of use:</b> (Those which cannot be delegated to a co-worker.)</p> <p>Company Vehicles:</p> <p>Equipment: Computer, printer, 2 way-radio, copier, scanner, calculator, basic keyboard</p> <p>Tools:</p> <p>Other:</p> <p style="text-align: center;"><b>WORKING CONDITIONS</b></p> <p>✓ <b>Check which working conditions the employee is subject to:</b></p> <p>Physical Conditions:</p> <p><input type="checkbox"/> Noise      <input type="checkbox"/> Extreme temperatures</p> <p><input type="checkbox"/> Vibration      <input type="checkbox"/> Wet and/or humid</p> <p>Hazards:</p> <p><input type="checkbox"/> Mechanical    <input type="checkbox"/> Electrical      <input type="checkbox"/> Chemical</p> <p><input type="checkbox"/> Explosives      <input type="checkbox"/> Radiant energy <input type="checkbox"/> Burns</p> <p><input type="checkbox"/> Other, including:</p>

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<p>pounds of force constantly to move objects.</p> <p>✓ <b>Check <u>essential</u> physical requirements of the job:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Climbing</td> <td><input type="checkbox"/> Balancing</td> <td><input type="checkbox"/> Stooping</td> </tr> <tr> <td><input type="checkbox"/> Kneeling</td> <td><input type="checkbox"/> Crouching</td> <td><input type="checkbox"/> Reaching</td> </tr> <tr> <td><input type="checkbox"/> Standing</td> <td><input type="checkbox"/> Walking</td> <td><input type="checkbox"/> Pushing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Pulling</td> <td><input checked="" type="checkbox"/> Lifting</td> <td><input checked="" type="checkbox"/> Fingering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Grasping</td> <td><input type="checkbox"/> Tactile sense</td> <td><input checked="" type="checkbox"/> Repetitive motions</td> </tr> <tr> <td><input checked="" type="checkbox"/> Seeing</td> <td><input checked="" type="checkbox"/> Hearing</td> <td><input checked="" type="checkbox"/> Talking</td> </tr> <tr> <td colspan="3"><input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)</td> </tr> </table>	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching	<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Grasping	<input type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			<p>Atmospheric Conditions:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Fumes</td> <td><input type="checkbox"/> Odors</td> <td><input type="checkbox"/> Dusts</td> </tr> <tr> <td><input type="checkbox"/> Mists</td> <td><input type="checkbox"/> Gases</td> <td><input type="checkbox"/> Poor ventilation</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other, including:</td> </tr> </table>	<input type="checkbox"/> Fumes	<input type="checkbox"/> Odors	<input type="checkbox"/> Dusts	<input type="checkbox"/> Mists	<input type="checkbox"/> Gases	<input type="checkbox"/> Poor ventilation	<input type="checkbox"/> Other, including:		
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