

DATE: April 5, 2023
TO: All Permanent and Probationary San Mateo County Health Medical Services Assistant II
FROM: Steven Needels, North County Clinics Manager
SUBJECT: Internal Transfer (Reassignment) Opportunity

We would like to offer an internal transfer opportunity to any permanent or probationary Medical Services Assistant II for the following position:

Shift

One **Full-Time, Medical Services Assistant II (Certified Medical Assistant)**, position for 40 hours per week. This position is for Medical Services Assistant II, Option 2: Outpatient Care.

Licensure/Certification

Possession of a Medical Assistant Certificate of a certificate of completion or degree from an accredited medical assisting program is required.

Working Hours

Monday to Friday, 8am-4:30pm

Location

Daly City Health Center, 380 90th St, Daly City, CA 94015

Example of Duties

Duties may include, but are not limited to, the following:

- Accurately take and record the condition, respiration, pulse, temperature and blood pressure of patients; record other pertinent information as observed or measured.
- Apply non-sterile dressings and administer non-medicated treatments under the supervision of a registered nurse, licensed physician, surgeon, podiatrist, nurse practitioner or physician assistant.
- Carry out rehabilitation procedures as directed by therapists; perform a range of motion body movement with/for patients; position and exercise patients.
- Assist in therapeutic milieu programs.
- Advise patients on the use of restorative equipment.
- Observe and practice proper isolation techniques.
- Operate various types of sterilization equipment.
- Transport specimens, medical records and related items.
- Enter and retrieve a variety of information in automated systems.
- Greet patients at clinics and escort patients.
- Perform related duties as assigned.

With additional training and/or certification(s), some employees may perform the following duties under conditions required by code and department policy:

- Perform injections including immunizations.
- Perform finger stick tests of all types including glucose testing.
- Perform skin tests including PPDs.
- Perform venipuncture and blood draws.
- Perform hearing and vision tests.
- Perform waived CLIA tests including dipstick UAs, and pregnancy tests.
- Provide for proper tracking and recording of laboratory tests.
- Take patient histories including risk factors.
- Set up, administer and record the results of EKGs.
- Follow provider orders regarding prescribed treatments including assisting patients with self-administration of medications.
- Teach and counsel patients on a variety of health related subjects as directed.

This position supports the **Daly City Health Center**. We are a fast paced, exciting clinic with a great group of dynamic team members. **If you are interested in being considered for this opportunity, please email me at sneedels@smcgov.org to include your resume and a copy of your Medical Assistant Certificate or degree from an accredited medical assisting program no later than 5:00 p.m. on Wednesday, April 19, 2023.**

Please note that review of the Civil Service/Departmental personnel file and references (of which one is a current supervisor) may be used to make a final decision.

If you are not currently a MSA II in the San Mateo County Health Department and/or you are interested in promotional opportunities, please visit <http://jobs.smcgov.org> for a list of current job opportunities