



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

WE'RE HIRING

Join Our Team

Medical Assistant 1 or 2 Acworth PH Center Position #00224731

Exceptional Benefits Include:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexibility within our core working hours of M- F 8 am – 5 pm
- Hybrid teleworking options for eligible positions
- Employer 401k Match
- Employee Education Reimbursement
- Payroll Deductible Health Benefits
- Pension Plan
- Flexible spending accounts
- Worksite Wellness activities
- Employee recognition program
- Diverse workforce
- Opportunities for advancement

Job Summary: Under direct supervision, performs administrative and certain clinical duties Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination, collecting specimens, assisting clinicians with procedures. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

Essential Functions:

- Prepares treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interviews patients to obtain medical information and measure their vital signs, weight, and height.
- Shows patients to examination rooms and prepares them for the clinician.

Minimum Qualifications MA 1: Vocational/Technical degree in medical assisting from an accredited college OR High School diploma or GED AND One year of related experience.

Minimum Qualifications MA 2: Vocational/Technical degree in medical assisting from an accredited college AND One year of related experience OR High School diploma or GED AND Two years of related experience..

Preferred Job Related Skills: Prior experience in a medical office setting with excellent customer service skills. Public Health experience is a plus. Knowledge and usage of computers and Windows Software related programs. The ability to translate English to Spanish and Spanish to English orally and in writing is preferred but not required.

Work Conditions & Physical Demands: This position does not require excessive physical exertion, but is not a sedentary position. Requires occasional lifting of less than 50 pounds, walking to/from workstation and other clinical areas. Confidentiality and precise data entry is a must. Expected to be punctual and perform assigned work schedule.

Salary Information: MA 1- \$33,631 Annually / Pay Grade E MA 2- \$37,108 Annually Pay Grade F

Applications Accepted: January 9, 2023 - * THIS POSITION WILL REMAIN OPEN UNTIL FILLED AND IS SUBJECT TO CLOSE AT ANY TIME ONCE A SATISFACTORY APPLICANT POOL HAS BEEN IDENTIFIED

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is an equal opportunity employer, and does not discriminate based on age, genetics, pregnancy, gender, gender identity or expression, color, disability, national origin, sexual orientation, political affiliation, race or religion.

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "Employment Opportunities" and locate this position, click "Apply" and begin your application process.

VOTED ONE OF ATLANTA'S HEALTHIEST EMPLOYERS

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Natasha.Hart@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER