**NEWCAP, Inc.**

**1201 Main Street**

**Oconto, WI 54153**

**www.newcap.org**

**JOB DESCRIPTION**

JOB TITLE: Community Health Services Medical Assistant/ CNA

SUPERVISOR: Community Health Services Director/Nurse Manager

CLASSIFICATION: Non-Exempt

WORKSITE: Oconto and Marinette

**JOB PURPOSE**:

Provide support functions necessary in the operation of the Community Health Services Program, which includes administrative and clinical duties.

**AGENCY EXPECTATIONS**:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Meet productivity standards.

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7. Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

1. Willing and able to do Outreach within the communities and develop, cultivate and retain Health Department relationships.
2. Perform word processing, copying, data collection, report preparation, and other clerical assignments.
3. Schedule patient appointments, obtain patient demographics, and enter into electronic system.
4. Obtain patient medical/social/family history and take vital signs.
5. Complete lab requisitions and package lab specimens.
6. Complete medical records, and document patient information in Electronic Medical Records software.
7. Render direct patient care within scope of MA/CNA practice and prepare patients for Nurse Practitioner, and assist with basic procedures.
8. Educate patients regarding oral contraceptives, LARC methods, and testing.
9. Call patient for retest, annual exam due, and repeat pap smear
10. Perform basic CLIA waived laboratory testing, administer injections, and collect laboratory specimens after approved proficiency testing in clinic setting.
11. Assist patients with Wisconsin Family Planning Only Services application, and follow-up with pending applications.
12. Assist patient with Express Enrollment for Badger Care for pregnant females.
13. Assist Director/Nurse Manager with obtaining documentation
14. Assist provider with Colposcopies, IUD insertions, and Nexplanon removals.
15. Provide various methods of contraception and other medications.
16. Maintain knowledge of all NEWCAP programs and related community programs and services.
17. Maintain knowledge of all Wisconsin Family Planning Only Services guidelines, Medicaid regulations, HIPAA policies, and state/federal healthcare field regulations.
18. Maintain a clean and professional appearance in all clinic areas.
19. Maintain inventory of clinic supplies and equipment.
20. Practice HIPAA guidelines and OSHA safety standards.
21. Participate in ongoing laboratory training and skills improvement courses.
22. Follow legal and ethical professional conduct at all times.
23. Complete/Submit Oconto/Marinette Co Grant monthly report when required.
24. Report any positive STD’s to WI Electronic Disease Surveillance System (WEDSS) if needed.
25. Daily chart review of Nurse Practitioner and weekly chart reviews of peers.
26. Complete clinic deposits as required by each location.
27. Perform monthly CLIA controls and maintain proper documentation.
28. Complete monthly numbers and data entry for ongoing grant retention.

**PERSONAL AND BEHAVORIAL REQUIREMENTS**:

* Reliable, dependable, prompt, organized, and work well with minimal supervision.
* Pleasant, professional, and courteous demeanor.
* Speak in a clear and professional manner.
* Follow standard office procedures.
* Empathetic to patient’s needs and requests.
* Maintain complete confidentiality in all NEWCAP business-related matters and HIPPA compliance
* Show respect and treat all people with dignity and respect.
* Flexible and able to adapt to different situations.
* Multitask effectively.

**EDUCATION AND EXPERIENCE REQUIREMENTS**:

* Certified/certified-eligible with the American Medical Technologists or the American Association of Medical Assistants or Wisconsin CNA license required. Clinical experience preferred.
* Completion of Family Planning Health Worker Training Program and HCET course within 90 days of hire.
* Current CPR certification or ability to acquire within 1 month of hire.
* Experience with electronic medical records and charting.
* Proficient with Microsoft Office programs and the overall use of computers and general office equipment.
* Effectively communicate verbally and in writing.

**PHYSICAL REQUIREMENTS**:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand, walk, and lift and/or move objects.

While performing the duties of this job, the employee is rarely required to balance, stoop, kneel, crouch or crawl, and exert up to 20 pounds of force.

**WORK ENVIRONMENT**:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

**OTHER DUTIES:**

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.