



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Certified Medication Aide
Department: 22 Public Health
FLSA Status: Non-Exempt
WC Code: 7720
Effective Date: May 19, 2023
Last Revised: May 19, 2023
Pay Grade: A13
Union: AFSCME

SUMMARY

Duties include preparing and administering medications as prescribed by the provider, completing simple wound care and treatments as overseen by the nurse, discussing their medical history, and finishing clinical or administrative tasks by putting patient information in their medical records. Medication Aides may also help physicians and nurses with tasks like getting equipment or recording data during patient exams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Administers medications / simple treatments per providers.
2. Ongoing professional development to participate, lead, coordinate, and design a variety of projects to promote optimal health in the communities we serve.
3. Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA)
4. Monitors assigned work area's medical inventory, equipment, or durable/ sellable goods, as may be assigned.
5. Preparing patients for meeting with Provider by taking vitals and reviewing registration/intake paperwork.
6. Help coordinate follow up care by making appointments and initiating referrals.
7. Set up exam rooms; prepare client for examination. Clean and stock exam and laboratory rooms.
8. Provide excellent customer service: in person, over the phone, and virtually.
9. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a requirement of this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

- Knowledge of Windows and applications such as Microsoft Word and Excel.
- Basic knowledge of the medical clerical process involved in the operation of an office.
- Ability to communicate effectively both verbally and in writing, work tactfully and patiently with patients and Law enforcement personnel within a secure environment.
- Basic knowledge of the medical process for clinical settings; specimen and data collection.
- Knowledge of use of basic medical equipment; cleaning and infection control associated with equipment.
- Excellent, proven organizational and communications skills with the ability to interact with a variety of persons; must be understanding, respectful and non-judgmental at all times when in contact with patients, visitors, and employees and other staff.
- Ability to be flexible and work under pressure.
- Ability to recognize when to refer clients for further assistance.

EDUCATION AND EXPERIENCE

High School diploma (or equivalent)

Two years of experience in a health clinic or related organization or specialized training in medical services; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment, physical harm, loss of public health funding, potential spread of communicable disease, and/or loss of certification.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around dealing with clients/patients who may be anxious, verbally abusive and/or have other medical/emotional problems; Vaccine hesitant clients; and dealing with Public Health communicable disease outbreaks such as hepatitis, measles, or food borne illness.

JOB CONTACTS

This position works directly with individual patients, other social service agencies, law enforcement personnel, physicians, and other health care providers.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, establish and maintain effective working relationships with other employees and the public, read and interpret documents such as operating and maintenance instructions, and procedure manuals, write routine reports and correspondence, and communicate effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret graphs.

REASONING ABILITY

Ability to exercise initiative and judgment in completing tasks and responsibilities, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to follow standing orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Nursing Assistant and successfully completed a state approved Medication Aide - Certification (MA-C) Program which includes classroom and facility training, and exam. Must be able to obtain and maintain CPR current certification.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this position. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

Incumbents in this classification are exposed to communicable diseases, including blood-borne diseases. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 35 pounds. This position works in a correctional clinic. The noise level in the work environment is usually moderate. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable workflow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☐	☒	☐
☒	Stoop position - 1 minute plus	☐	☐	☒	☐
☐	Climbing stairs - 1 floor	☐	☐	☒	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	# of pounds = 35 lbs.			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☐	☒	☐
☒	Carry items	☐	☒	☐	☐
☐	Dexterity/Coordination	☐	☒	☐	☐
☒	Keyboard Operation	☐	☐	☒	☐
☐	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☒	Operation of motor vehicle	☐	☒	☐	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒ No: ☐			
☒	Distinguish shades	Yes: ☒ No: ☐			
☒	Depth perception	Describe: Normal			
☒	Ability to hear	Normal Speech Level:			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☐	☒	☐	☐
☐	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☒	Chemical Solutions	☐	☐	☒	☐
☒	Uneven Area	☐	☒	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☐	☒	☐