

**HIBISCUS CHILDREN'S CENTER
POSITION DESCRIPTION**

Position Title: Medical Office Assistant

Program: Shelter
Reports to: Medical Office Manager

POSITION FUNCTION/OVERVIEW:

This position is responsible for providing medical office support to the Shelter program as needed, distributing medications to residential clients, keeping records and transporting clients.

PRIMARY DUTIES/RESPONSIBILITIES:

- Read daily log and chart appropriate information to keep staff up to date.
- Communicate directly with child care workers, child care supervisors and dependency case managers
- Check the 5 rights before administering medications
- Administer prescribed medications as appropriate
- Strictly adhere to security procedures
- Protect client privacy
- Document in the MAR
- Document ongoing medication counts
- Notify all appropriate parties, in writing, of pertinent information
- Strictly adhere to medication policy regarding prn meds
- Contact Medical Office Manager for any questions as appropriate
- Transport clients to medical appointments or pick up prescriptions from pharmacy
- On call responsibilities
- Other duties as assigned

This list of essential functions is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS REQUIRED:

- High School Diploma
- CNA certification and/or other medical certifications i.e. EMT
- Flexibility to work varying hours/weekends are required
- Valid Drivers License and ability to meet insurance requirements of the agency.
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- CPR, First-Aid and TCI certification required within the first 90 days of employment; on the job certification and training provided
- Maintain Therapeutic Crisis Intervention Certification
- Maintain CPR/First Aid Certification

- Ability to physically restrain children
- Ability to work outdoors in various temperature
- Ability to work with diverse backgrounds; ability to accept individuals of a different philosophy, culture, or socio-economic background
- Ability to lift 40 lbs
- Must pass level 2 background clearance and drug test
- Must be able to have approved driving record
- Ability to work flexible schedule and shifts as necessary

SKILLS:

- Communication skills – verbal and written
- Organizational skills, including detail oriented record keeping
- Ability to be flexible for varying work hours/weekends/holidays as required.

PHYSICAL REQUIREMENTS: (N=needed P=preferred)

Sitting Y Standing Y Walking Y Lifting Y Carrying N Kneeling N Pushing/Pulling N
 Bending/Stooping Y Climbing N Reaching Y Crawling/Crouching n/a Repetitive
 Motions N Transporting Y Other (describe _____)

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date