

A skilled part-time Certified Medical Assistant (CMA) for weekends is needed to provide specialty healthcare in an expanding, fast paced, children's residential facility.

QUALIFICATIONS:

- Minimum Education high school diploma
- Minimum licensure: Completion of accredited CMA program
- Experience in the dynamics of a child care facility a benefit.
- Possess a valid driver's license.
- Possess insurance if transporting youth in vehicles.
- Excellent written and verbal communication skills.
- Able to pass required background checks, physical and drug screen.
- Have sensitivity and a commitment to serving a culturally diverse population.
- Have a commitment to continuous quality improvement as it relates to organizational development and service delivery.
- Have the ability to make decisions, problem-solve, and manage time effectively.
- Possess advanced management knowledge and skills
- Flexible to accommodate needs of clients, including evenings and weekends.
- CPR certification required.
- Strong computer skills and experience with Electronic Medical Records required.

GENERAL RESPONSIBILITIES

- Administer medication as instructed and/or review the administration as instructed.
- Count the medication in the medication carts for the residential programs.
- Ensure medical supplies for each program as requested in writing.
- Plan and deliver medical in-service programs as needed for direct care staff and residents.
- Screen new residential admissions after hours
- Participate in third party review teams focusing on quality improvement
- Provide care and service in a manner consistent with Bashor's treatment
- Philosophy that is solution focused, evidenced-based, and family/client centered.
- Maintains current understanding of trends and practices in the field of child welfare.
- Participates on agency-wide action teams.
- Assist in the medical, dental, vision, specialty care and psychiatric care for the residents.
- Adhere to the policy and procedure regarding medical services and medication administration. Monitor that the staff adhere to the policy and procedure.
- Adhere to the Policies and procedures related to the VFC program
- Assist in the administer vaccines for the VFC clinic per physician orders

Preferred: At least 2 year clinical work experience in an office environment with direct patient care. Field of Expertise: Primary Care, ER, Pediatrics, psychiatric nursing.