Career Posting – Medical Office Assistant

The Community

AppHealthCare serves the vibrant communities of Alleghany, Ashe, and Watauga Counties nestled in the beautiful Blue Ridge Mountains in Northwestern North Carolina. Take a quick look around and witness the many expressions of community pride and southern hospitality – a smile from someone walking downtown, a thriving culinary scene, and plenty of outdoor adventure. We experience the beauty of four seasons from white fluffy snow to colorful fall foliage. There is simply something special about these mountains and quaint small-town feels – come see for yourself!

Caring for Our Community

We are a local public health department and health center focused and committed to improving our communities' health and well-being through compassionate, high-quality care. We have about 120 full/part-time employees and about 10 contract employees. We are governed by two boards that provide strategic direction and oversight of agency functions. We have received numerous awards and distinctions for the care we provide and have recently achieved accreditation with honors. We are committed to caring for our community and providing excellent customer service.

Position: Medical Office Assistant & Mobile Health Bus Driver

Position #: 405-53-909

Location: Hybrid position working on the mobile health bus to serve students, staff and faculty at all schools throughout the Alleghany and Ashe school districts.

Salary: Starting salary based on qualifications and experience.

Hours: Full-time, 40 hours per week, between the hours of 7:00 am and 6:00 pm, although special events may require alternate hours and weekend work.

Closing Date: Open until filled

Job Summary: This position serves as a medical office assistant and driver for the mobile health bus. The bus is a 38-foot converted recreational vehicle (RV) with slide-outs to accommodate two exam rooms, waiting area, laboratory and bathroom. This position will fill a critical role by providing support for all clerical and clinical operations.

Major Duties & Responsibilities

Drive the mobile health bus to specified locations and prepare unit for service. Follow procedural guidelines to ensure employee and patient safety. Verify patient demographics through check-in and check-out procedures. Interview the patient to record medical history and confirm the purpose for the visit. Prepare patients for examination by collecting vital signs, height, weight, vision, and hearing screenings. Perform laboratory functions, including: throat swab, finger stick, venipuncture, and urinalysis with proper specimen collection and handling. Document findings with accuracy in electronic health record. Contact patients with provider follow-up recommendations and lab results. Clean exam rooms according to proper infection control protocol and perform routine equipment maintenance. Stock and manage supplies using an electronic inventory management system.

Knowledge, Skills & Abilities

- Hold a valid Driver's License.
- Knowledge of common health and safety precautions while working in clinical practice settings, including infection control.
- Ability to work as a team and maintain patient confidence, use sound judgment and display empathy.
- Ability to maintain patient records by documenting patient demographics, examination, medications, history, treatment, and lab results accurately.
- Ability to follow oral and written instructions including policies and procedures.
- Ability to demonstrate competency in driving, clerical, and clinical skills.

Minimum Education & Experience

High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

How to Apply

Complete an NC State Government Application for Employment (PD-107). The application is located on the NC Office of State Human Resources website. The application can be completed in hard copy or electronically.

A completed state application, including cover letters and resumes/CVs, should be sent to Human Resources by email to careers@apphealth.com or dropped off in person at the AppHealthCare Alleghany Health Center at 157 Health Services Road in Sparta, NC.

Benefits

We offer a variety of paid and voluntary employee benefits including retirement plans, health insurance, life insurance, paid parental leave annual and sick leave, and more. For more information about benefits, visit our website.

For questions or more information, please contact AppHealthCare Human Resources:

(336) 372-5641 x1119 | careers@apphealth.com | AppHealthCare.com

AppHealthCare recruits team members who share our values of Integrity, Drive, Resilience, Service, and Community and actively support the overall public health mission of the agency.

AppHealthCare is committed to providing equal employment opportunity (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran's status, family medical or genetic information, sexual orientation, gender status, pregnancy, gender identity or other non-merit based factors. All recruitment and selection activities will be administered according to EEO principles, to have a diverse workforce that reflects the population of the communities the District serves.

AppHealthCare is a recovery-friendly workplace.

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