

## MEDICAL ASSISTANT

Recruitment #1809-2100-001

|                              |                        |
|------------------------------|------------------------|
| <b>List Type</b>             | Original               |
| <b>Requesting Department</b> | HEALTH DEPARTMENT      |
| <b>Open Date</b>             | 11/2/2018 4:30:00 PM   |
| <b>Filing Deadline</b>       | 11/26/2018 11:59:00 PM |
| <b>HR Analyst</b>            | Jeff Harvey            |

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### INTRODUCTION

#### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

### PURPOSE

The Medical Assistant assigned to the Milwaukee Breast and Cervical Cancer Awareness Program provides support enrolling women for breast and cervical cancer screenings and cardiovascular risk reduction screenings, completes required program forms, and assists the Nurse Practitioner, the Well Woman Program Manager and the Public Health Nurse Coordinator in all aspects of the program. The Medical Assistant functions as part of a multi-disciplinary team.

### ESSENTIAL FUNCTIONS

#### Well Woman Program:

- Perform intake and registration of all Well Woman/WISEWOMAN clients to include completing all requisite forms.

- Provide clinical support to the Nurse Practitioner, including setting up for Pap tests and clinical breast exams and other Well Woman services.
- Schedule clients for Well Woman/WISEWOMAN services and provide telephone call reminders.
- Perform finger sticks (lab work) for the WISEWOMAN program, including A1C/cholesterol testing.
- Attend community events to provide outreach and education about the Well Woman/WISEWOMAN programs.

### **Family Planning Services Program:**

- Provide clients with accurate, evidence based comprehensive information about contraception methods available at both Keenan Health Center and Southside Health Center. Assist clients in making referrals to other providers for methods of contraception not currently offered by MHD.
- Provide on-site, client-centric and efficient Family Planning Only Services (FPOS) enrollment.
- Provide Emergency Contraception, dual protection kits, and contraceptives in advance of examinations at the South Side Health Center (SSHC) and the community partner location.
- Collect urine and blood specimens for STI testing. Perform rapid clinical tests onsite.
- Provide low cost/no cost Long-Acting Reversible Contraceptive (LARC) services for all clients in need through the LARC partnership.
- Provide support for new promotional activities on cervical cancer screening and the One Key Question (OKQ) Initiative.
- Provide education and counseling of clients at risk on ways to avoid STIs through changes in sexual behaviors and the use of recommended prevention services. Assist in the follow up of clients and sexual partners to assure adequate treatment for STIs.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

- Must be willing to travel between and/or work at both the Keenan and South Side Health Centers.
- Ability to lift and move objects weighing up to 30 pounds.

## MINIMUM REQUIREMENTS

1. Associate's degree from an accredited Medical Assistant program or related field from an accredited college or university. **--OR--**

Two years of experience as a medical assistant performing duties related to essential functions above.

*NOTE: Equivalent combinations of education and experience may also be considered.*

2. Valid driver's license and use of a properly insured automobile\* for use on the job at time of appointment and throughout employment. (\*Automobile allowance is provided.)

**IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.**

## DESIRABLE QUALIFICATIONS

- Certification as a Medical Assistant, Nursing Assistant or Home Health Aide.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to provide satisfactory customer service to families in a busy clinic setting, both in-person and on the phone.
- Cultural diversity awareness and sensitivity.
- Ability to interpret job-related materials.
- Ability to use job-related medical and diagnostic equipment such as blood lancets, scales and measuring boards.
- Ability to perform general clerical tasks such as filing and record-keeping accurately and efficiently.
- Ability to use a computer for data entry and basic word processing.
- Ability to write appropriate correspondence to other clinic and MHD staff.
- Ability to establish and maintain good working relationships with a multicultural, multidisciplinary team, other agencies, and the public.
- Ability to maintain confidentiality.

## CURRENT SALARY

**SALARY** The starting salary (PG 5CN) for City of Milwaukee residents is \$34,067 annually, and the non-resident starting salary is \$33,232.

## BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

## SELECTION PROCESS

**The Selection Process** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**Initial Filing Date** The examination will be held as soon as practical after **November 26, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

Applications and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*