

JOB ANNOUNCEMENT

Medical Assistant 1

(unclassified position)

Posted: April 7th, 2022

Deadline/Closing: Open Until Filled

Location: Lawrenceville/Norcross/Newton/Rockdale (1 position for each location)

Salary: \$37,000

Paygrade: E

Position Number: NEW

Position open to: All qualified applicants



Job Summary:

The Gwinnett, Newton and Rockdale County Health Departments is seeking qualified Medical Assistants to join our clinical teams. Under broad supervision, Medical Assistants will perform administrative and clinical duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes, prepping and cleaning exam rooms and other clinical areas, taking and recording vital signs and medical histories, preparing patients for examination, collecting specimens, and assisting clinicians with procedures. The medical assistant will work as a part of a collaborative team to ensure clinic operations run smoothly while providing excellence in customer service and clinical care.

Minimum Qualifications: Vocational/Technical degree in medical assisting from an accredited college OR High school diploma or GED AND One year of related experience.

Preferred Qualifications: One year experience in a medical office or other clinical setting. Knowledge and usage of computers including MS Office and electronic health records. The ability to translate English to Spanish and Spanish to English orally and in writing is preferred but not required. Excellent customer service and communication skills.

We Offer:

13 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a **completed** application* to:

Katie Bowles - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897
Lawrenceville, GA 30046

Fax # 770-277-2089

Katie.Bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks