



BENNETT COLLEGE

Job Posting

Title: Certified Medical Assistant and Coordinator, Health Center

Date of Posting: 12/22/16

Closing Date: Until Filled

Job Code: 16-1222BRC

Department: Health Services

Reports To: Director, Counseling Services/Supervisor, Health Center

GENERAL SUMMARY:

The Certified Medical Assistant & Coordinator, Health Center will provide administrative, project, and executive support to the Director of Counseling Services/Supervisor of the Health Center and to the Nurse Practitioner. The Certified Medical Assistant & Coordinator, Health Center will coordinate the day-to-day activities of the office; support the Nurse Practitioner (NP) and assist in other areas within the Health Center.

ESSENTIAL JOB FUNCTIONS:

- Oversee and administer the day-to-day activities of the office.
- Call in prescriptions as directed by the Nurse Practitioner (NP)
- Reviews new student health records, correspond with the State Board/Health Department, respond to student and parent questions.
- Serve as Immunization Compliance contact
- Explains lab results/diagnosis, medication directives and etc. as directed by the NP
- Explains student health insurance plans (i.e. charges for labs, referrals questions, etc.)
- Directs students when they have to go to Health Department as directed by the NP

- Must be present in exam room during examinations at the discretion of the NP
- Administer over-the-counter meds at the discretion of the NP
- Complete paperwork for Labs and prepare for pick-up
- Organize monthly testing and blood drives
- Assign workload and monitor work study students
- Triage students in preparation for the NP
- Refer students to Urgent Care or Emergency Room after consultation with the NR
- Assign workload and monitor work study students
- Triage students in preparation for the NP
- Direct students to Urgent Care or Emergency room after consultation with the NP if applicable
- Assign and monitor duties of the administrative assistant
- Serve as the primary point of administrative contact and liaison with other offices, individuals, and institutions.
- Assist students as applicable in the absence of the NP and set up appointments as needed.
- Oversee the operation of office accounts; monitor and maintain office and medical supplies and equipment, including preparation of purchase requisitions
- Compose, edit & generate reports, and all other correspondence for the Health Center
- Open, sort, proofread and prioritize incoming and outgoing mail for the office
- Organize and manage office archival files
- Provide assistance to visitors to the Health Center
- Data entry for Jenzabar management information systems.
- All other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively plan and organize a variety of functions/reports
- Ability to exercise discretion, confidentiality and judgment in dealing with sensitive issues.
- Ability to communicate effectively with the various constituencies of the college, in a courteous and professional manner.
- Ability to establish work priorities and delegate responsibilities

- Knowledge of computers and current information technology applications and web applications.
- Must be able to determine own methods of performing assigned work
- Must work effectively in a collaborative and fast-paced environment
- Knowledge of modern office practices, procedures and general office equipment: fax, copiers, printers & etc.
- Ability to meet deadlines
- Ability to respond to changing priorities and crisis situations
- Ability to work flexible hours

EDUCATION AND EXPERIENCE:

- Three (3) or more years of experience in a medical office setting
- Associate degree (Certified Medical Assistant-required)

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **16-1222BRC**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.