

JOIN OUR TEAM!



NOW HIRING: MEDICAL ASSISTANT / OFFICE ASSISTANT Valley County Office

Are you someone who desires to work in culture where team members care about one another and the community? Are you a team player who embraces a variety of duties?

Central District Health Department is seeking a full-time Medical Assistant / Office Assistant to join our team. This team member will deliver and support quality health care, and assist with office support functions at our Valley County office, located in McCall, Idaho.

MA Duties *(list not all-inclusive)*

- Completes client intake by gathering health history, reason for visit and other pertinent information; records information in the electronic medical record.
- Performs procedures such as venipuncture, STI and rapid HIV testing, urine dip, pregnancy test, vital signs, height/weight/BMI, etc.
- Organizes and maintains laboratory and equipment according to CLIA standards and performs quality control measures on identified equipment.

Office Assistant Duties *(list not all-inclusive)*

- Schedules client appointments, answers multi-line phone, opens and closes office, and performs other office support duties.
- Provide and explain permit applications and associated fees, review forms, collect appropriate fees, issue receipts.
- Utilizes multiple programs/databases to enter client health information, research client accounts and documents, inspection data, etc.

This is a full-time, hourly position with competitive benefits offered. Open January 30, 2019 until filled.



TO APPLY

To apply, send your resume to Janet Peck, CDHD Human Resources Manager—
jpeck@cdhd.idaho.gov | 208.327.8503

CDHD serves Ada, Boise, Elmore and Valley Counties to ensure our communities are a safe and healthy place to live, work and play.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Idaho Division of Human Resources.



WE OFFER COMPETITIVE BENEFITS!

- Medical/Vision/Prescription Insurance
(Option of PPO, Traditional or High Deductible Plan)
- Dental Insurance
- Paid holidays *(currently 10 per year)*
- Sick leave and Vacation leave accrual each pay period; increased at 5, 10 and 15 year employment increments
- Life Insurance
(Equal to 1 year's salary; employer paid)
- Voluntary Life Insurance
(Ability to purchase more insurance)
- Flexible Spending Accounts
- Public Employee Retirement System of Idaho (PERSI) - if you belong to PERSI for 5 years you will receive a life-time benefit at retirement. More at persi.idaho.gov
- 401K and 457 with Roth options available

For more on benefits, visit employee.idaho.gov