



# Cow Creek Government Office

## Public Health Medical Assistant

Job Code: 2720  
Department: Public Health  
Location: Roseburg, OR,  
Minimum Hourly: \$20.57

**Date Written/Revised:** 4/13/22, 4/20/23

### POSITION PURPOSE:

A Public Health (PH) Medical Assistant (MA) is needed to provide various professional medical services that may be established by the Cow Creek Health and Wellness Centers - Public Health Department. Public Health MA will support the PH outreach activities which provides health services or medical support at mobile events; health assessments and health education to community members in various settings; advocacy and empowerment; as well as community health data collection. This position is part of the community team of nurses and public health professionals working to improve population-based outcomes as well as addressing barriers that impact health. All employees must maintain a commitment to the CCHWC PH's mission, vision and strategic goals. The following summary is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

### ESSENTIAL JOB FUNCTIONS:

- Performing physical and developmental examinations and assessments.
- Gathering community health data.
- Evaluating health history and status of client.
- Administering treatments and immunizations.
- Documenting.
- Performing collecting specimens.
- Providing community education in a culturally appropriate way.
- Attending and completing trainings as needed.
- Providing instructions.
- Providing monitoring, including regular follow-up.
- Driving to off-site locations to perform job duties as needed.
- Completes required training in support of duties and responsibilities of this position.
- Help with surveillance activities and prevention research data collection.
- Attending regular PH team meetings.

## QUALIFICATIONS:

- Valid Certified Medical Assistant (CMA) required
- Two year of work experience in a medical setting
- High School Diploma or GED
- Certified in CPR (Preferred, but not required):
- Some College in Nursing, Public Health, or similar field
- Experience with tribal communities