Position Title: On-Call Medical Assistant
Job Bulletin Number: 103273
Classification: Medical Assistant
Department: Health Services
Full/Part-time: Part-time, on-call
Employment Type: Temporary
Bargaining Unit: 2, CSUEU
Pay Plan: 12 month
Salary Range: $16.80 - $28.93 per hour. Salary budgeted at $19.00 - $22.00 per hour commensurate with education and experience.
Pre-Employment Conditions: Background including DMV records check and fingerprinting
Closing Date: Open until filled. A review of applications will begin Thursday, May 20, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:
The Student Health Services (SHS) is authorized under EO 943 to provide basic medical care, family planning and health promotion services to Cal Maritime students while on campus and at sea, to provide limited employee health services related to cruise, and public health prevention programs for the prevention and control of preventable diseases on campus and at sea.

Under general supervision, the Medical Assistant performs front office duties as well as standard clinical assistance work, including a variety of medical technical support services in support of the SHS operations.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at http://www.csum.edu/web/hr/careers.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently
offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

**MAJOR RESPONSIBILITIES:**

**Front Office Duties:** Perform Front Office Duties for Student Health Services, including reception, appointment scheduling, intake and processing medical records and information.

- Provide front office reception duties.
- Answer telephone calls, provide accurate information to customers, take, and refer messages, as needed.
- Schedule appointments for all SHS providers, including physicians, nurse practitioner, psychologist, and special consultants.
- Intake patients through walk-in for medical clinic as well as Counseling and Psychological Services.
- Assist in coordination of patient flow.
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- Locate and distribute medical records to providers.
- Prepare, process, file and archive medical documents.
- Maintain security and confidentiality of medical information for students and employees in accord with state and federal laws.
- Facilitate, organize, and track referrals of students to off-campus providers, including maintaining and updating the list of specialists and providing follow-up of all students referred.
- May work with insurance companies and specialists to facilitate referrals.
- Oversee stocking of brochures and periodicals and cleanliness of front lobby/waiting area.
- Monitor stocking/cleanliness of front lobby/waiting area.
- Utilize electronic patient management and medical records systems.

**Direct Patient Care Responsibilities:** Perform various medical assistance duties in support of health care delivery.

- Escort Patient to exam room and provide instruction on how to prepare for medical examination or treatment by provider.
- Elicit Chief Complaint, take and record vital signs of patients and prepare them for examination by provider in accordance with Chief Complaint.
- Assist the medical providers in the examination and treatment of patients including medical chaperone functions.
- Assist licensed medical providers in performance of various medical procedures, including minor surgery.
- Perform a variety of procedures and standard tests such as: vision and hearing screening, audiometry, electrocardiograms, peak flow and spirometry, suture removal, ear lavage, dressing changes, injections and TB skin tests, non-invasive specimen collection under the supervision of a licensed practitioner (e.g., urine collection, blood glucose testing, rapid strep tests, pregnancy tests).
- Administer medications and immunizations as ordered by the licensed medical provider.
- Facilitate lab tests ordered by the practitioner, including phlebotomy when needed.
- Perform CLIA waived lab testing when ordered.
- Assist with sterile instrument processing
- Assist in the dispensary with over the counter and non-controlled prescription medications.
- Prepare Exam Rooms, including linen changes, treatment tray set-ups, including surgical trays.
- Ensure exam rooms are fully stocked, organized, clean and disinfected as necessary.
- Ensure patient confidentiality is maintained.

**Administrative Duties:** Provide various administrative duties in support of the SHS operation.

- Assist in Health Education/Outreach activities for the Student Health Services
- Assist in organizing and inventorying medical supplies, pharmaceuticals, and office supplies.
• Assist in the Health Review Process for admitted students
• Assist with preparation and support of the TSGB sick bay.
• Perform other duties as assigned by the Director, CAPS Counselor, and Nurse Practitioner.

REQUIRED QUALIFICATIONS:
• HS Diploma or equivalent is required; Certificate of completion from an accredited and approved medical assisting program.
• Basic Cardiac Life Support Certification is required.
• Working knowledge of daily health care clinic operations and organization ranging from reception and patient scheduling to delivery of health care services; working knowledge of medical terminology; skilled in performing basic medical (back) office procedures such as performing ECG’s, spirometry, nebulizer treatments, assisting with basic waived laboratory examinations; ability to give injections by IM, SQ; tuberculosis skin tests and administer medications by various routes per physician/nurse practitioner orders; basic knowledge of applicable state and federal laws pertaining to confidentiality of protected health information; ability to work collaboratively as a member of a health care team. Knowledge of scope of care appropriate for Medical Assistants as per the Medical Board of California guidelines.
• Ability to communicate effectively with diverse populations in writing and verbally, application and proper operation of various office supplies and equipment used in performing the duties described above; good customer service skills; ability to coordinate many processes at once and multi-task, use of the internet and ability to update the SHS website.
• Computer skills sufficient to be a competent user of the electronic patient management/medical records system

PREFERRED QUALIFICATIONS:
• Public speaking skills; basic competence with MS Office Suite; ability to provide Health Education

SPECIAL CONDITIONS:
• Exposed to blood, blood products and body fluids; exposed to needles.

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:
• Primary setting in the Student Health Center includes usage of primary office space, patient care examination rooms, medical records rooms, and central office space with multiple stations, lab setting and pharmacy. Must be capable of moving from one end of the campus to the other and through all campus buildings, with the ability to climb multiple flights of stairs and operate a motorized cart for transport to the ship and other campus locations.
• Primary setting aboard the Training Ship Golden Bear encompasses all of the above listed as well as the ability to work in cramped spaces, maintain balance on a moving deck, step over door sills of 24 inches in height, open and close water-tight doors that may weigh up to 56 pounds, and the ability to work with and around x-ray equipment.
• Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
• Is exposed to marked changes in temperature and/or humidity
• Drives motorized equipment

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check, DMV records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.
**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.