



Community Care Network is looking for a Medical Assistant – Adult Services to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through a responsive, innovative and collaborative human service

About the Role:

The Medical Assistant- Adult Services is responsible for completing clinical duties in a health care or community setting, working under the clinical supervision of an RN. The Medical Assistant will effectively perform clinical and administrative functions including, but not limited to: observed urine drug screens, sweat patch application, observing patient behavior, vital signs, administration of medications, first aid, and provide physical health education, while adhering to legal and ethical standards in the field

Responsibilities:

- Provide client care as part of a team of doctors, nurses, mental health professionals, and therapists.
- Oversee Contingency Management Incentive Program associated with Instant Urine Drug Screens, documentation and incentive upload.
- Provide Client Education Groups specific to areas of need including but not limited to Diabetes, Heart Health, High Blood Pressure, HIV, etc.
- Manage and obtain client medical history and adequate client medical information/data as needed.
- Monitor clients (in person or by telephone) for changes in clinical symptoms, treatment side effects or complications, and report these changes to the Medical Director, Nurse Practitioner, Physician Assistant, or Nurse Supervisor for further instruction.
- Actively engage in team communication regarding client management or other activities.
- Clean, prepare, organize, re-stock and maintain supply inventory for client areas as needed.
- Collect client samples for testing as required (includes but not limited to observed urine, saliva, or blood/venipuncture).
- Participate in clinical meetings, trainings, and ongoing educational opportunities to support professional development and quality patient care.
- Administer injections as ordered by the provider under appropriate supervision.

- The Medical Assistant will understand and work within the scope of practice set by Community Care Network/Rutland Mental Health Services.

Qualifications:

- Certified Clinical Medical Assistant (CCMA) required.
- BLS and First Aid Certification required.
- 1 year Medical Assistant or equivalent experience preferred.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- *Successful completion of a criminal history background check after hire.
- Proficiency with navigating Microsoft Word and Outlook required.
- Working knowledge of psychotropic medications including drug properties and interactions.
- Working knowledge of laboratory test results.
- Understanding of the information and techniques needed to diagnose and treat human injuries, diseases and health conditions.
- Basic knowledge of methods of psychotherapy, principles, methods and procedures for diagnosis and treatment of physical and mental illnesses, behavioral and affective disorders (some familiarity with the DSM IV and diagnostic techniques).
- Ability to assess crisis situations and intervene appropriately.
- Exemplifies strong work ethic and operates with highest level of integrity in and outside of the office.
- Strong written and verbal communication skills.
- Able to provide exceptional customer service skills with all clients, staff, and providers.
- Highly organized, attention to detail, self-starter and problem solver; including the ability to prioritize and work under pressure.
- Ability to understand the need for and maintain client confidentiality and HIPPA standards.
- Ability to establish partnerships and work cooperatively with a wide variety of people and organizations, independently, and as part of a team.

Benefits:

- Competitive Pay \$21.00-\$23.00/hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - o 401(k)
 - o 401(k) matching
 - o Dental insurance
 - o Employee assistance program
 - o Flexible schedule
 - o Flexible spending account
 - o Health insurance

- o Health savings account
 - o Life insurance
 - o Paid time off
 - o Professional development assistance
 - o Retirement plan
 - o Tuition reimbursement
 - o Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision

Our work is guided by our Core Values of Trust, Accountability, Respect, Cultural Competence, Person Centered Care, and Continuous Learning and Growth.

CCN is an Equal Opportunity Employer.