



## COBB & DOUGLAS PUBLIC HEALTH

*Healthier lives. Healthier community.*

# Employment Opportunity

## *Medical Assistant 1*

*Position #00195823*

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

**We Offer:** 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment, life insurance and payroll deductible flexible benefits (health, dental, vision, legal, long term care, dependent life, AD&D, Short and Long-Term Disability. Medical and Child care spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Promote learning and growth, by utilizing a nursing career ladder. Employee recognition program. Diverse workforce. And much more!

**Summary:** Under direct supervision, performs administrative and certain clinical duties under the direction of the supervising Registered Nurse. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood. Adheres to HIPAA regulations; In the event of an emergency situation requiring activation of Public Health, all Cobb & Douglas Public Health Staff will be expected to perform duties and responsibilities as assigned.

**Minimum Qualifications:** Vocational/Technical degree in medical assisting from an accredited college OR high school diploma or GED AND One year of experience.

**Preferred Qualifications:** Experience in the specific program area of the position is a plus. Knowledge and usage of computers and Windows software-related programs. Medical experience, patient registration, and customer service experience. Medical Assisting Certificate. Bilingual.

**Salary Information:** \$24,772 annually / Pay Grade E

**Applications Accepted:** February 4, 2019 – February 18, 2019

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [Camilla.Barnes@dph.ga.gov](mailto:Camilla.Barnes@dph.ga.gov)

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.  
AN EQUAL OPPORTUNITY EMPLOYER