

Medical Office Assistant – Integrated Targeted Testing Services

Position Number
519-53-758 (599)

Salary
\$29,121 to \$33,674
Annually

Posted
March 30, 2023
Closes
April 5, 2023

How to apply?
Contact the Employment
Security Commission,
111 Jordan Plaza
252-331-4798
OR call Samantha
Ballance at
252-338-4434

ARHS does REQUIRE
NC State
Application PD-107.
Incomplete applications
will NOT be processed.
The application can be
found at
[www.arhs-
nc.org/employment/](http://www.arhs-nc.org/employment/)

Current employees of
Albemarle Regional Health
Services should contact
your immediate supervisor
first and then contact
Personnel Office if they are
interested in applying.

Albemarle Regional Health
Services provides eligible
employees with a
competitive benefits
package including paid
health insurance, paid
holidays, 401 (k), sick and
vacation leave, and N.C.
Local Government
Retirement.

ALBEMARLE
REGIONAL HEALTH
SERVICES IS AN EQUAL
OPPORTUNITY
EMPLOYER

Positions Responsibilities:

The Public Health Professional in this position will work in all ARHS counties providing HIV and STI counseling, testing and referral services to high-risk, hard to reach priority groups in targeted settings. The Public Health professional in this position will also assist in establishing clinic goals, policies, procedures, and guidelines for this program. Makes plans and adapts to meet client and agency goals. Daily and weekly work is self-planned and coordinated with a team. This position's base location will be in Hertford County, but will consist of travel to all other counties, as necessary to provide services and meet client needs.

Key Duties:

- Serve as HIV/STD counselor to diverse communities in the ARHS region.
- Provide highly confidential, compassionate and non-judgmental client-centered HIV pre and post-test counseling.
- Draw/collect, package and transport blood, vaginal and urine specimens for HIV, Syphilis, chlamydia, gonorrhea and Hepatitis C screening according to lab protocol.
- Provide HIV/STD education.
- Maintain condom distribution sites.
- Position testing sites are community sits and other venues, as needed, including special outreach and testing events.
- Communicate positive and negative HIV/STD test results and provide appropriate emotional support.
- Make referrals to needed services, ensuring linkages with medical care and other available services.
- Track confidential data and complete state reporting requirements.
- Collaborate with ARHS' ID Team, as well as community partners.
- Attend required state and local meetings.
- Input clients' information in CureMD and EvalWeb.
- Provide monthly reports to Supervisor.
- Conduct social media activities, as approved by Supervisor and PIO/Health Education Supervisor.

Knowledge, Skills, and Abilities:

- Some knowledge of the principles and practices of patient care and techniques of practical nursing.
- Some knowledge of common health and safety precautions in working in local health departments.
- Some knowledge of laboratory operations and protocols.
- Ability to work with staff and patients, under supervision, as set up by departmental policies.
- Ability to use public health records.
- Ability to use sound judgment and empathy in dealing with patients.
- Ability to follow oral and written instructions.

Minimum Training and Experience:

Required Minimum Training: High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

Special Condition for Continued Employment: If applicable, as required, listing as a Nurse Aide I by the North Carolina Division of Health Service Regulation. As applicable, listing as a Nurse Aide II by the North Carolina Board of Nursing within four months of employment.

ARHS Preference: Acquire and maintain standing as a Certified Medical Office Assistant through American Association of Medical Assistants, American Medical Technologist, National Center for Competency Testing, or National Healthcare Association.

NOTE: All degrees shall be from an appropriately accredited institution.