

The mission of Heartland is to transform the health and lives of those in need through the love of Jesus Christ.

Job title	MA / CNA
Reports to	Nurse Manager
Status	Non-Exempt Hourly

Job purpose

The MA / CNA is a member of the interdisciplinary medical team of the health center. This position is responsible for intake work with clients as they enter the vital signs area. The MA / CNA serves as a liaison between the front desk staff, the providers, and the nurses in the provision of care.

Duties and responsibilities

- Works in harmony with others, exhibits a positive attitude and commitment to the health center mission. Actions show commitment to team effort, works well with others, supports group objectives, and participates in staff meetings and team problem-solving;
- Consistent patient-centered, caring disposition is a must for this position;
- Performs routine intake procedures such as height, weight, temperature, pulse and blood pressure readings;
- Assists with laboratory procedures and responsible to give blood draws to patients;
- Responsible to give vaccines and injections to patients;
- Assists with office procedures;
- Responsibility for assisting Nurse with triage of clients and transfer of charts to appropriate provider;
- Assists medical providers with examination and treatment of patients;
- Relieves other departments as indicated as time permits;
- Performs other related duties as assigned or requested.

Specific Functions:

- Screens clients for visual acuity using Snellen method;
- Obtains routine temperature, pulse, respiration, height and weight as well as blood pressure readings at first encounter;
- Responsible for assisting with maintenance of medical and laboratory equipment and for assisting with quality controls on laboratory equipment;
- Responsible for routine laboratory procedures including but not limited to various dipsticks, urinalysis, hematocrit, glucose screening, gram stains, and other procedures as approved by health center policies and CLIA standards;
- Performs other related duties as assigned or requested.

Qualifications

- High School graduate or equivalent.
- MA/CNA course training with certificate of graduation and proof of license.
- On-the-job training, previous experience preferred
- Personal maturity, cooperation, ability to communicate clearly

Working conditions

- May be exposed to infection and contagious diseases, and unpleasant patient or unit elements.

Physical requirements

- Sits and walks throughout the day.

Details

- Hours M – F from 8 am – 7 pm (8 hour shifts/40 hour work week)
 - Hours are approximate and may be altered by supervisor(s) as needed
- Benefits
 - Full-Time staff are eligible for enrollment in Heartland's health plans after 30 days of full-time employment and for matching funds with Heartland IRA plan after one year of full-term employment.
- Paid Time Off (PTO)
 - As outlined for Full-Time employees in the Employee Handbook. Most new employees start with 15 PTO days.
- Paid Holidays
 - As outlined for Full-Time employees in the Employee Handbook. 11 total paid holidays including employee birthday.