



WASATCH HOMELESS HEALTH CARE, INC. dba Fourth Street Clinic
JOB DESCRIPTION

Position Title:	Outreach Medical Assistant	Date:	March 2018
Department:	Clinical	FSLA Status:	Nonexempt
Supervisor:	Clinic Operations Manager	Salary Range:	\$12.00-14.00 per hour
Status:	Full-time		

Organization Overview and Function

Wasatch Homeless Health Care, Inc., (WHHC) dba Fourth Street Clinic, Salt Lake's leading nonprofit healthcare provider for homeless Utahns, is a Patient Centered Medical Home that operates with a staff of over 50 and a volunteer network of more than 150. Annually, the clinic serves over 5,000 homeless men, women and children with more than 28,000 primary care, mental health, substance abuse, dental, specialty care and case management visits. The on-site pharmacy at Fourth Street Clinic also dispenses over 60,000 medications annually.

For many Utahns experiencing homelessness, Fourth Street Clinic is their first and only chance at a diagnosis and on-going treatment. By increasing access to primary medical care, Fourth Street Clinic is a major partner in ending homelessness, promoting community health, and achieving across-the-board health care savings.

Fourth Street Clinic Outreach Medical Assistant/EMT are to provide direct care to our patients, assist primary care providers as needed, and work to improve overall health outcomes.

Duties & Responsibilities

The following information is intended to be representative of the essential functions performed by incumbents in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities. The Outreach Medical Assistant position is a 40-hour, full-time position which may include some fluctuation in hours worked per day. Some weekends required.

Principal responsibilities out of clinic

Identifying, finding, contacting, engaging, and following up with patients and potential patients on the street, camps, motels, shelters and other locations as needed.

Serving as a Medical Assistant to outreach team

- Vital signs
- Lab work including specimen collection, processing, interpretation and reporting
- Wound care/first aid
- Assisting provider in all duties as needed
- Charting in electronic medical records



Outreach EMT/Paramedic without provider onsite

- Functions with autonomy by communicating with provider about the assessment and treatment of patients in the field
- Patient assessment
- Vital signs and interpretation
- Labs work
- Patient history and basic physical exam including history of present illness and past medical history

Basic EMT/Paramedic examination of patient's body

- Cap refill, pupils, edema, lungs auscultation and vital signs
- DCAPBTLS –identify, document, and basic interpretation of abnormalities including but not limited to deformities, contusions, abrasions, punctures / penetrations, burns, tenderness, lacerations and swelling.
- Communication with provider about needs of patients and provider plan of care.
- Charting and navigation within EHR, as well as other hospital system EHRs in order to obtain further details about patient's history and needs

Principal Responsibilities in clinic

- Performs routine Medical Assisting duties, including: assisting providers, tray setups (paps, pelvics, minor surgeries), charting patient care, vital signs, EKGs, urinalysis, rapid strep test, pregnancy testing, finger-stick glucose & Hgb, phlebotomy and injections (intramuscular, intradermal and subcutaneous) medication administration.
- Stocking/inventory of patient exam rooms, medications/immunizations, storage room and lab area.
- Follows all CLIA, HIPAA and OSHA guidelines.
- Reporting all safety concerns with staff and patients to your supervisor immediately.
- Be an active participant in the Medical Assistant/RN team including assisting staff when asked for assistance as well as knowing your scope of practice.
- Logging daily in the MA lab log book (microscope, refrigerator temp. and centrifuge).
- Using the electronic health record to put in vital signs, lab results, orders, etc.
- Assumes responsibility for the training of MA externs and volunteers.
- Capable of working quickly and efficiently under pressure. Work well with others to organize and run efficiently medical provider's clinic schedule.
- Sensitive to the needs of homeless people, but capable of being innovative and assertive with a diverse population in a variety of situations.
- Good organizational skills with emphasis on accuracy, prioritization and reliability.
- General office skills: phone etiquette, basic computer skills, and filing.
- Excellent communication skills with staff, volunteers, patients and all people and community organizations involving Fourth Street Clinic.



- Provides input in development of clinical procedures/setting clinic goals.
- Responsible for specific duties assigned to them by supervising personnel.
- Expected to be prepared to start shift at scheduled time.
- Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.
- Ensuring all actions of patient care are charted correctly and accurately in the Electronic Health Record.
- All other clinic responsibilities included in the employee handbook.

Qualifications:

- High school graduate
- Graduate of an accredited Medical Assistant or EMT program or equivalent training level
- If not a Registered or Certified Medical Assistant or EMT, must work toward becoming such within 12 months of hire date
- Knowledge of medical terminology
- CPR Certification
- Essential technical skills
 - verbal communication, organizational, clerical skills a must
- Essential physical requirements
 - Able to lift up to 50 lbs. Other physical movements include pushing, balancing, stooping, flexing/twisting, ability to spend majority of time on feet, et al.
- Proficiency in Spanish highly preferred

How to Apply:

Send cover letter and resume to jobs@fourthstreetclinic.org. No phone calls, please.

Wasatch Homeless Health Care provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Wasatch Homeless Health Care complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Wasatch Homeless Health Care expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Wasatch Homeless Health Care employees to perform their expected job duties is absolutely not tolerated. All applicants must successfully pass a Department of Human Services Background check.