



Franklin County Children Services

POSITION DESCRIPTION

About us:

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

Benefits of working for us:

Hiring Bonus up to \$1,500; Low Premium Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage at no cost (up to 50,000); Tuition Reimbursement; EAP Program; Additional Raises over the next three years (based on continuous service); Generous personal, vacation, & sick time.

Purpose:

The Medical Assistant would cover the 4071 Med Screen room Monday- Friday along with entering PCSA Reports that are sent to the medical unit for SACWIS updates. The MA would also help the Medical Secretary in enter SACWIS updates after consents were signed and sent from the RNs. Will be responsible for visitation calls concerning medical while completing duties noted below in order to ensure the safety of the child.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency, and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages, and appearances in a manner that recognizes, affirms, and values the worth of individuals, families, and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and appreciating partnerships.

Given the nature of this classification's duties/responsibilities, it has been designated non-exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Job title: Medical Assistant

Location: 4071 E. Main Street – Intake Screening - Medical

Job Type: Full-Time

Starting Salary: \$22.55

Key Responsibilities:

- 35%** Performing communicable disease assessments to, include but not limited to: taking-Vital Signs which include: Blood Pressure, assessing heart rate and sounds -, assessing respirations, -, taking temperature, height, weight, O2 saturation, and performing head to toe skin checks and documenting any noted cuts, scrapes, bruises, scars, or injuries. If an irregular heart sound or an irregular lung sound is determined, the MA will alert the nursing supervisor or associate director..
- 35%** Entering PCSA Reports that are sent to the medical unit for SACWIS updates. The MA would also help the Medical Secretary with entering- SACWIS updates after consents were signed and sent from the RNs
- 25%** Counting, packaging and administering medication with the exception of narcotics and opioids.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 5%** Performs other related duties as assigned.

Qualifications:

Minimum Qualifications: 18 months training or 18 months experience indirect care

Or associate core program in applied science or social services.

Or 18 months training in providing unskilled nursing care to patients &/or in participating in development &/or carrying out of patient's habilitation/treatment plans.

And for Children Services department must maintain a Medical Assistant Certification.

Preferred Qualifications: Prior experience working in a pediatric medical setting and/or behavioral health setting.

Certification or Licensure: Current Licensure as Medical Assistant. in the State of Ohio. A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g., telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

How to Apply

Please send applications and resumes to fccshr@fccs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.