

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED BEGINNING FROM THE
PUBLIC DECEMBER 19, 2025, THROUGH FEBRUARY 19, 2026.**

(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

JOB TITLE: Medical Assistant, #13490

Date Posted: December 19, 2025
Department: Health Dept.
Hours: 20 hours/Part-time
Annual Salary: \$24.18/hour (2026 Salary)

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Medical Assistant for the Public Health Department, responsible for providing health care and education to Wayne County residents.

DUTIES

Performs tasks associated with walk-in patients to include public health services and testing, immunizations and lead testing.

Conducts patient assessments, monitoring and recording vital signs, obtaining specimens for diagnostic procedures, and performing tests/lab workups as ordered by physician.

Assists physicians as needed, preparing examination rooms with appropriate equipment and supplies, providing lab results for examiners, instructing patients on treatment and medication procedures, and ensuring patients receive proper medication.

Phone patients with lab test results and answers questions within their scope of their practice.

Prepares and dispenses medications and administers injections.

Maintains inventory of medical supplies and forms, ordering and restocking accordingly.

Administers immunizations as appropriate for age of patient and immunization history, updating records and entering them into computer.

Contacts patients, pharmacies, and other medical facilities as necessary, issuing codes to hospitals, obtaining approval from Medicaid and phoning in prescription information to pharmacists,

Contact and consult with the Indiana State Department of Health (ISDH) in regard to tests and test results.

Prepares educational materials for patients.

Attends staff meetings and training seminars as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associate of Science in Nursing (ASN) or Associate Degree of Nursing (AND) or equivalent from a two-year college or technical school; or one-year related experience and/or training Certification or the ability to obtain and maintain a certification in Cardiopulmonary Resuscitation (CPR).

Tuberculosis (TB) skin test certification.

Current Indiana certification as a medical assistant.

Training required by Indiana State Department Health regarding Immunizations.

Possession of or ability to obtain malpractice insurance.

Working knowledge of and ability to make practical application of public health laws, accepted principles and practices of Public Health nursing, and immunizations.

Working knowledge of health and social services available to County residents, and ability to coordinate services and referrals as appropriate.

Working knowledge of standard office practices, basic computer skills, and medical terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, fax machine, and copier.

Ability to operate a variety of medical equipment, and a sterilizer, .

Properly sterilizes instruments through the use of the autoclave. Provides upkeep to the autoclave.

Ability to effectively communicate orally and in writing with co-workers, other County departments, physicians, hospitals, labs, pharmacies, Medicaid, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Logs statistical data for influenza-like illnesses, tuberculosis (TB), lead and STD.

Ability to compute/perform arithmetic operations, such as calculating inventories and tabulating test results.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to file, post, mail materials, and maintain organized files.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Manages difficult or emotional customer situations.

Ability to occasionally work extended and/or evening hours and occasionally travel out of town for seminars.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with work priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods and procedures, with moderate flexibility in the job. Decisions are always determined by specific instructions and/or existing, well established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards, standard bookkeeping checks and supervisory review. Undetected errors could result in endangerment to self or others, loss of money to department, and/or inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with Indiana State Department of Health, co-workers, other County departments, physicians, hospitals, labs, pharmacies, Medicaid, and the public for the purpose of giving and receiving information and instructing others.

Incumbent reports directly to Public Health Nurse Specialist.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a medical setting, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, bending/crouching/kneeling/reaching, keyboarding, close and far vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent is exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others. Incumbent may work with or be exposed to violent/irate individuals. Incumbent

occasionally works extended and/or evening hours and occasionally travels out of town for seminars. Incumbent responds to emergencies on a 24-hour on-call rotation.

**Apply at: Wayne County Government
Human Resources
401 E. Main Street
Richmond, IN 47374**

Online at: <https://www.co.wayne.in.us/jobs/index.php>

**WAYNE COUNTY GOVERNMENT
IS AN
EQUAL OPPORTUNITY EMPLOYER**