POSITION VACANCY

APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING NOVEMBER 5, 2026 THROUGH JANUARY 5, 2027.

ON-LINE: https://waynecounty.in.gov/jobs/

JOB TITLE: Part-time Physician Assistant #13480

Date Posted:	**November 5, 2026**
Department:	**Public Health**
Hours:	**Up to 20 hrs. week**
Annual Salary:	**$75.00/per hour**

To perform this position successfully, an individual must be able to perform each essential function of the position 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 present an undue hardship.

SUMMARY

Incumbent serves as Part-time Physician Assistant for the Public Health Department, responsible for enhancing the department's effectiveness by providing primary health care services to patients at the Health Department Clinic and other assigned locations. Physician Assistant will report to Clinical Director for day-to-day/administrative direction and to Wayne County Health Officer for medical direction per Physician Assistant Collaborate Agreement. Physician Assistant will operate within scope of practice at all times and refer to authority as appropriate.

DUTIES:

Performs a directed history and physical examination pertaining to the patient's presenting complaint in accordance with established rules and regulations defining the physician assistant's scope of practice.

Reviews patient records to determine health status and makes an appropriate assessment with all available information.

Obtains any/all pertinent patient information for case management.

Records or dictates pertinent data in the medical record for review by the supervising physician.

Determines whether the patient's condition requires the immediate attention of the supervising physician.

As appropriate and with consultation from collaborating physician, provides referrals to specialty care, as needed.

Refers patients to appropriate community health facilities, agencies, and social resources.

Educates patients on health maintenance and disease prevention, as appropriate.

Initiates appropriate evaluation of and performs appropriate diagnostic/therapeutic procedures, subject to state regulations and PA training/experience, such as, but not limited to:

- Initiation of Basic/Advanced Life Support in all patients and in all settings
- Initiation of IV therapy by peripheral route
- Venipuncture and arterial puncture
- Collection and preparation of laboratory specimens
- Injections/Immunizations
- Eye Examinations
- Sexually Transmitted Disease/Infection (STD/I) Exams
- Treatment of HIV, Viral Hepatitis B, and Viral Hepatitis C
- Pre-exposure prophylaxis (PrEP)
- Treatment of minor superficial (1st and 2nd degree) burns
- Wound care and application of dressings and bandages
- Removal of foreign bodies (including sutures)
- Control of external hemorrhage
- Administration of medications
- Perform pelvic examinations
- Routine required physical examinations including, but not limited to:
    - Department of Transportation (DOT)
    - School
    - Sports
    - Passport
    - Immigration
- Other interventions or procedures as directed by the supervising physician

Acts as liaison between the Collaborating Physician and ancillary staff to ensure quality of patient care.

Consults with office staff and other health care professionals regarding patient care, as needed.

Complete billing forms and appropriate documentation for all billing requirements.

Collaborates closely with Medical Clerk for all billing purposes.

Assists Clinical Director and Health Officer in developing short-term and long-term public health care goals and objectives, policies and procedures, and the plans and programs.

Assists in implementing a comprehensive health education program, including the development of health education materials for patients.

Maintain knowledge of departmentally specific information systems and software.

Meet the departmental attendance and tardiness policy standards. Manages time effectively.

Regularly attends departmental meetings and trainings as required by Clinical Director.

Maintain continuing education requirements as required by NCCPA.

Performs related duties as assigned.

SPECIFIC MANNER OF COLLABORATION

The Collaborating Physician and/or Delegated Collaborating Physician shall provide the overall direction to the Physician Assistant. The PA shall seek consultation and direction from the Collaborating Physician and/or Delegated Collaborating Physicians when conditions or circumstances outside established protocols are encountered. The PA shall directly communicate findings of history and physical examinations. 25% of current patient charts will be reviewed by the Collaborating Physician with 100% of orders being co-signed.

Note, Physician Assistant will assume responsibility for ensuring Health Officer/Collaborating Physician is aware of and up to date on all co-signatures needed.

PROTOCOL DEALING WITH EMERGENCIES

The physician assistant will follow the procedure described below for dealing with emergencies: The physician assistant will follow the procedure described below for dealing with emergencies: The PA will immediately contact his/her Collaborating Physician and the rest of the staff to inform them of the situation. The PA will then carry out the instructions given. If for some reason the Collaborating Physician cannot be reached, the PA will contact a Delegate Collaborating Physician and obtain instructions. Care may include, but is not limited to: vital signs, administration of oxygen, administration of medications, and initiation of advanced life support.

DELEGATED PRESCRIPTIVE AUTHORITY

The physician assistant will be prescribing medications. The PA will not be prescribing controlled substances.

PROTOCOLS FOR PRESCRIBING MEDICATIONS

In prescribing medication, PA will examine potential indications and contraindications of the medication, while noting any patient allergies, drug interactions, therapeutic alternatives, and the

proper dosage for the patient. The PA will consult with his Collaborating Physician as needed on a case by-case basis.

I. JOB REQUIREMENTS:

Current license with the Physician Assistant Committee and current certification with the National Commission on Certification of Physician Assistants.

Current BLS and ACLS certification or willingness to obtain.

Current TB Skin Test Certification or willingness to obtain.

Experience in Public Health is preferred.

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 assist in developing long range goals, coordinate services, and facilitate 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 and medical equipment, including but not limited to, computer, copier, calculator, telephone, stethoscope, thermometer, non-stress test, tympanogram, bone density heel scan machine, glucometer, sterilizer, ear wash, ultrasound, spirometer, and NST machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Health, Center for Disease Control, hospitals, schools, labs, Aids Task Force, and the public, including but not limited to, 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 compute/perform arithmetic operations, such as measuring and dispensing medications.

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

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

Ability to file, post, copy data from one document to another, and interview to obtain information.

Ability to assist with public health education programs and conduct public presentations.

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.

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

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

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. The 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 is responsible for proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent must have supervisor's permission to deviate from standard operating procedures. Work is reviewed for soundness of judgment, technical accuracy, and compliance with department policy and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Department of Health, Center for Disease Control, hospitals, schools, labs, Aids Task Force, and the public for the purposes of giving and receiving information, rendering service, and instructing others.

Incumbent reports to Clinical Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a medical setting, involving sitting/walking at will, sitting/standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing 25 to 50 pounds, crouching/kneeling/bending/reaching, close and far vision, keyboarding, speaking clearly, hearing sounds/communication, 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 clinics and seminars, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

APPLY AT: Human Resources
Wayne County Government
401 East Main Street
Richmond, IN 47374

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