



Correctional Facility Medical Assistant Part Time 20 hrs

Hiring Range: \$2,468—\$2,723/mo

Official County Applications Available at: www.co.yuba.ca.us
View Class Specifications on the Personnel homepage for additional information.

Final Filing Deadline:
Apply By 5:00 PM October 8, 2010

The County of Yuba is currently recruiting for the position of **Correctional Facility Medical Assistant** in the **Health and Human Services Department**. Under general supervision this classification provides medical assistance to patients in a county correctional facility; assists Registered Nurses, Licensed Vocational Nurses, Public Health Nurses and Physicians in patient care.

Knowledge is required of medical assistance practices and procedures, including sterile techniques, emergency medical procedures, basic anatomy and physiology, possible complications from procedures, medical terminology and medical record confidentiality; and principles and practices of work safety, especially related to communicable diseases. Skill is needed in identifying and resolving problems, nature and urgency of clients needs; interpreting work orders and explaining procedures to clients; understanding and accepting differences in attitudes toward health problems; working tactfully and effectively with various cultural and ethnic groups; establishing and maintaining effective working relationships; using various office equipment and medical equipment necessary for effective job performance and proper sterilization procedures and proper handling of human samples including human fluids and wastes.

EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications Personnel reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Minimum: Graduation from high school, certification as a Medical Assistant and one year of experience as a Medical Assistant in a physician's office, clinic, or similar setting.

Preferred: In addition to the minimum requirements, two years of experience working in a correctional or lock-down facility.

Special Requirements: Possess a valid California Drivers License; Certification as a Medical Assistant; Possess or have the ability to obtain a valid First Aid and CPR Certifications within one year of appointment; and pass a detailed background investigation.

Working Conditions: Work in a secured correctional facility, work off-hours and weekend and holiday shifts; work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

BENEFITS AND COMPENSATION:

MERIT INCREASES:

LONGEVITY:

RETIREMENT:

COLAs:

VACATION:

HOLIDAYS:

SICK LEAVE:

HEALTH/DENTAL/VISION:

LIFE:

DEFERRED COMPENSATION:

EMPLOYEE ASSISTANCE PLAN:

Typically 5% each year for the first 4 years

After 6 years of County service approximately 1.5% each year through 30 years
2% @ 55 PERS Miscellaneous Formula. Yuba County does not participate in Social Security.

Undetermined at this time.

12 days for the first 5 years and increases incrementally every 5 years thereafter, up to 20 years; prorated for part time.

An average of 13 paid holidays per year, including 2 floating holidays.

Accrued every payroll period, up to 12 days per year; prorated for part-time.

County pays 100% of the Basic Plan Premium for employee only and 80% for dependent(s).

County provides \$20,000 in life insurance coverage

Voluntary Deferred Compensation plan(s) are available

County paid confidential family wellness plan

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:
Personnel/Risk Management Department, 915 Eighth Street, Suite 113, Marysville, CA 95901

COUNTY OF YUBA

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000 Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, and boating and skiing opportunities.

County Mission Statement: The County of Yuba shall promote quality and diverse employment and shall pursue financial health and well being of our local economy for all residents by leveraging and strengthening economic development partnerships, opportunities and resources.

APPLICATION/SELECTION PROCEDURES

TO APPLY FOR Correctional Facility Medical Assistant:

Submit an official Yuba County employment application, copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports to County of Yuba – Personnel/Risk Management Department, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at www.co.yuba.ca.us or at the Personnel/Risk Management Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtaining information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov./accreditation/Search.asp>.**

APPLICATION SCREENING:

To begin the hiring process an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants will be given written notice regarding the status of their application and selection procedures. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

MINIMUM QUALIFICATIONS:

Prior to the final filing deadline all applicants must clearly demonstrate he/she meets the minimum qualifications to be considered in the selection and testing phases of the process.

EDUCATION AND EXPERIENCE:

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

TESTING ACCOMMODATION:

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Personnel homepage or by contacting Yuba County Personnel.

VETERAN'S CREDIT:

All applicants that have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions within a period of twelve (12 months) prior to the date of such selection procedure, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

WAIVER OF SELECTION PROCEDURES:

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Personnel Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

EMPLOYMENT ELIGIBILITY LIST:

An employment eligibility list is established for those applicants who successfully pass the all phases of the examination processes. This list will be held for a maximum of **one** year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

DEPARTMENTAL INTERVIEW:

The appointing department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

CONDITION OF EMPLOYMENT

All appointments to a position are contingent upon successful completion of the following items:

BACKGROUND INVESTIGATION:

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

PSYCHOLOGICAL EXAMINATION:

Certain positions may be required to undergo a psychological examination. Applicant(s) that successfully complete the background investigation will be take the required psychological exams and meet with a designated psychologist to determine his/her suitability for the position.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

LICENSING AND CERTIFICATIONS:

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s), at the time of appointment. Likewise, certain positions are required to obtain such items within an established timeframe or subject to dismissal.

AGENCY SHOP:

All new regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.