



Beaufort County Health Department

Vacancy Announcement

PART-TIME, TEMPORARY MEDICAL OFFICE ASSISTANTS

Opening Date
07/01/2024

Closing Date
Open Until Filled

Hiring Hourly Range
\$15.79/Hour -
\$20.00/Hour
Depending on
Qualifications

Position Numbers
TBD (2 Positions)

**Applications
must be
submitted on the
state PD107 form**

**Mail Application
To:**
Beaufort County
Health Department
Attn: S Graham
1436 Highland Dr.
Washington, NC
27889

OR Fax
(252) 946-8430

Description of Work

Beaufort County Health Department is recruiting for two Medical Office Assistants (MA, Nurse Aide I, or Nurse Aide II) to assist with primary care and other health department clinical programs.

Minimum Education and Experience Requirements

High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute.

Knowledge and Skill Requirements

- Some knowledge of the principles and practices of patient care and techniques of practical nursing.
- Some knowledge of common health and safety precautions in working in local health departments.
- Some knowledge of dental clinic operations and protocols.
- Ability to work with staff and patients, under supervision, as set up by departmental policies.
- Ability to maintain clerical records and to compile reports from these records.
- Ability to use sound judgment and empathy in dealing with patients.
- Ability to follow oral and written instructions.
- Ability to interview patients and record their medical history.
- Ability to measure patients' vital signs.
- Ability to schedule appointments.

Benefits

- No benefits are offered with this position.
- The individual will be a temporary, part-time employee.
- Temporary appointments will not exceed twelve months.

Pre-employment drug screening, background check, driving record, and/or credit check will be required.

Beaufort County is an Equal Opportunity Employer.