

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	<p>Date Posted: October 2, 2023 Closing Date: Open Until Filled Positions Open: 2</p>
Position:	Part-Time Certified Medical Assistant, Licensed Vocational Nurse, or Registered Nurse
Department	Grayson County Health Department
Minimum Salary:	Up to \$35.42/hr. (Depending Upon Qualifications)
Duties include, but are not limited to the following:	<p>Providing services in an assigned public health clinic (Vaccination Capacity, Family Planning, STD, Immunizations, Tuberculosis, Foreign Travel, Communicable Disease, and Wellness), including administering immunizations and medications. Provide educational sessions to a target audience, based upon identified need. The chosen applicant will also possess the ability to organize an immunization clinic, administer direct observation therapy outside of a clinic setting, and communicate (via phone, secure fax, e-mail, on-site visits) with local medical providers and school nurses/officials, in regards to reporting/tracking communicable diseases in accordance with State of Texas guidelines. Process patients from check-in to check-out, to include processing payments. This position will be a part of the Public Health Emergency Preparedness team and assist during public health emergencies. Must be able to multi-task, work individually, and work within a team environment. Perform other duties as assigned.</p>
Qualifications and Requirements:	<p>Applicants must possess a current State of Texas Nursing License or be a Certified Medical Assistant. Bilingual (Spanish/English) a plus. Must have good communication skills and be capable of consistently interacting with patients/customers and within a team environment. Must be proficient with operating a personal computer and software (Word, Excel, PowerPoint, etc.). Candidate must hold a valid driver's license, have access to reliable transportation, and provide a copy of current automobile liability insurance coverage. Non-smoking office. Must pass a criminal background check, driving record check and drug screen. Please include a copy of your college transcript(s) and nursing license or Certified Medical Assistant Certificate with the application.</p>
Hours:	Office/Clinic - 8:00 AM – 5:00 PM – days and hours can vary based upon clinic schedules. Any outbreak response could impact normal schedules and require different hours.
Benefits:	Excellent retirement plan. Use of personal vehicle will be reimbursed at a set rate.