

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Medical Assistant
Team	Nursing
Supervisor	Nursing Supervisor
Director	Director of Nursing
Programs	Reproductive Health & Wellness Focused
Funding Sources	Levy & Grant funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	17
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$16.92-24.37
Regular Hours	40 hours per week
Date Posted	05/14/2026
Candidate Review	Rolling basis beginning 05/18/2026

JOB SUMMARY

The Medical Assistant provides direct patient care and administrative support within the Reproductive Health and Wellness program. This role includes participating in walk-in clinics, performing billing and clerical tasks, and assisting with community health and health promotion activities.

EDUCATION & QUALIFICATIONS

High School Diploma required. Certified Medical Assistant (CMA) certification required. Current CPR certification required within six (6) months of hire. Valid driver's license required. Experience in community or public health setting preferred.

ESSENTIAL FUNCTIONS

- Provide direct clinical services during clinics, including the Reproductive Health & Wellness and TB clinics
- Perform basic medical tasks such as taking vital signs, conducting point-of-care testing, and assisting with exams
- Prepare patients and exam rooms for procedures and assist medical providers as needed
- Handle administrative duties including scheduling, answering telephone calls, filing, managing patient paperwork, and maintaining accurate medical records
- Complete billing processes for clinical services, ensuring timely and accurate submission
- Participate in health promotion and community outreach activities
- Maintain cleanliness, organization and inventory of medical and office supplies
- Provide patient education related to reproductive health, disease prevention, and wellness
- Assist with data collection, reporting, and program documentation
- Follow all confidentiality and HIPAA guidelines
- Support other clinical programs and duties as assigned

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Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Proficiency in using clinical equipment such as blood pressure cuffs, AEDs, blood glucose monitors, and basic lab tools, strong interpersonal and communication skills, with the ability to interact with diverse clients and team members, ability to manage time effectively and maintain accountability in scheduling and daily responsibilities, knowledge of basic medical terminology and public health procedures, familiarity with billing and electronic health medical records systems preferred, competence in clerical tasks such as data entry, filing, faxing and phone communication, ability to work independently and in a team-oriented environment and flexibility to assist across various clinical and programmatic areas.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

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Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.