

**COMMUNITY UNITED HEAD START and DAY CARE, INC.**

**JOB DESCRIPTION**

**JOB TITLE:** Medical Assistant  
**RESPONSIBLE TO:** Health Service Coordinator

**GENERAL DUTIES:**

Responsible for maintaining and monitoring children's medical health records at the center level. Assists Health Coordinator, parents and staff with completing prescriptive follow-up procedures.

**SPECIFIC DUTIES:**

1. Ensures that all reported medical data is recorded for each child's medical records and tracking forms are completed i.e medical screenings and results; vision; speech/hearing, dental screening, height/weight/BP's, immunization and pediatric screening.
2. Assists parents and staff in scheduling medical appointments as needed.
3. Assists Health Coordinator in maintaining First Aid kits; ensures all First Aid kits are replenished with emergency first aid supplies.
4. Weighs and charts height on children's health records for fall/spring.
5. Performs vision screenings on children and late enrollees.
6. Assists in conducting First Aid and communicable disease classes.
7. Accompanies children to scheduled screenings in case Parent Advisors are not available.
8. Up-dates medical health plan annually.
9. Assists in completing the children's school records at the end of the school year.
10. Performs related tasks as assigned by Supervisor.

**QUALIFICATIONS:**

High School Diploma or G.E.D; A.S. Medical Assistant Degree or LPN and record keeping experience required. Valid transportation including Ohio Driver license and be insurable. State and Federal criminal background check that meets agency, state, and federal guidelines; and satisfactory drug test and medical examination. Computer skills are necessary.

**CLASSIFICATION:** NON-EXEMPT

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Description Date: 6-1-2008

