

**BEAR RIVER HEALTH DEPARTMENT
JOB DESCRIPTION**

Title: Medical Assistant/Lab Technician/Case Manager

Division: Behavioral Health

Grade: 17 **Step** 1

Wage: \$21.01/hr.

Description: Full-Time Benefited

Closing Date: August 17, 2022

General Purpose:

Under the general supervision of the Behavioral Health Service Lead, observers all urinalysis (UA's) (male & female) during specific scheduled times throughout the day. Backup for the lab technician, assisting in testing the UA samples in the lab and recording results. Complete Case Manager duties as assigned.

Minimum Qualifications Education & Experience

Grade: 17 Completion of high school or GED. Proof of Medical Assistant course completion plus, one (1) year of closely related medical assistant and/or case manager experience.

Spanish speaking is a plus.

Minimum Qualifications: Necessary Knowledge, Skills & Abilities

Good written, verbal, and communication skills. Basic computer skills in word processing and spreadsheets. Must be able to manage tasks simultaneously. Work well under pressure, meet deadlines, and work well with team members as well as independently on a day-to-day basis. Must be able to work with different behavioral type personalities and able to maintain a calm atmosphere in the workplace.

Summary of Duties:

- Observe all urinalysis during specific schedule times.
- Backup for Lab Technician, which includes running the urinalysis samples.
- Record all test results accurately and timely.
- Knowledge of the court system.
- Attend Court proceedings to gain referrals as needed.
- Assist clients with Recovery programs, such as housing, employment, Medicaid, other community resources.
- Knowledge of community resources.
- Assist with billing and payment plans.
- Data collection and other support services as needed.
- Other duties as assigned.

Responds to public health emergencies as required by department or division administration.

Special Qualifications:

Must be able to pass a full background check and drug screening, must possess or be able to obtain a valid Utah Driver License at the time of employment, Must be able to provide own transportation. Must be able to lift 30 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health. Must have a flexible schedule, available for work in the evenings and/or weekends, as job requires.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at www.brhd.org Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: stello@brhd.org Phone: 435-792-6498 – Fax: 435-792-6495