



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Medical Assistant (10689)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 07/24/2025**

**APPLICATION DEADLINE: 08/24/2025**

### **EXCEPTIONAL BENEFITS INCLUDE:**

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|---|--------------------------------------|------------------------------------|
| ▪ 13 Paid Holidays  | ▪ Employer 401K Match                | ▪ Opportunities for Growth         |
| ▪ 3 Weeks Annual Leave  | ▪ Payroll Deductible Health Benefits | ▪ Hybrid teleworking option for    |
| ▪ 3 Weeks Sick Leave  | ▪ Payroll Deductible Flex Benefits   | eligible positions after probation |
| ▪ Flexible Schedules within our core<br>working hours of M-F 8:15am-5pm | ▪ Flexible Spending Account          |                                    |
| ▪ Pension Plan  | ▪ Worksite Wellness                  |                                    |
|   | ▪ Diverse Workforce                  |                                    |

**LOCATION: North Health Center**

**DIVISION/DEPARTMENT: Clinical Services**

**SALARY INFORMATION: \$31,200.00 Annually / Pay Grade F / Job Code HCT101**

**DUTIES:** Under general supervision, performs administrative and certain clinical duties under the direction of the clinician on duty. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination, collecting specimens, assisting clinicians with procedures. This position works to promote and protect the health and safety of the residents of Dekalb County.

### **TYPICAL TASKS:**

- Prepares treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interviews patients to obtain medical information and measure their vital signs, weight, and height.
- Performs front and back-office duties.
- Shows patients to examination rooms and prepares them for the clinician.
- Records patients' medical history, vital statistics, and information such as test results in medical records, all while adhering to HIPAA regulations.
- Cleans and sterilizes instruments and dispose of contaminated supplies.
- Collects blood or other laboratory specimens, logs the specimens, and prepare them for testing and/or transport to an outside agency.
- Perform and document in house lab controls.
- Ensure in-house lab kits and controls are valid and restocked prior to expiration.
- Stock supplies in exam rooms and lab.
- Keep medical supply storage room organized and in order.
- Assist with school screening for children.
- Receives additional training, as required, to gain full proficiency and experience in all areas.
- Explains treatment procedures and reinforce providers' instructions to patients.
- May assist in training other staff.
- Cross training in various clinical services/programs.

- Performs additional duties as assigned.

**MINIMUM QUALIFICATIONS:** Associate degree in a related field from an accredited college or university with one (1) year experience in a related field

**OR**

High School diploma/GED and two (2) years of experience in medical assisting

**OR**

Two (2) years of experience required at the lower level Medical Assistant 1 (HCT100) or position equivalent.

**PREFERRED QUALIFICATIONS:** Knowledge of front and back office job duties. Prior experience in a lab setting is a plus. Phlebotomy certification or experience preferred, but not required. Bi-Lingual- Spanish Preferred.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).*

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**