DeKalb PUBLIC HEALTH

Looking for Work That Matters? **We're Hiring!** Join Our Team.

We are Accepting Applications for the Following Position:
Medical Assistant 2 (10239)

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.

POSTING DATE: 11/13/2026 **APPLICATION DEADLINE: 12/13/2026**

EXCEPTIONAL BENEFITS INCLUDE:

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

LOCATION: **T.O. Vinson Health Center**
DIVISION/DEPARTMENT: **Clinical Services**
SALARY INFORMATION: **$38,433.04 Annually / Pay Grade G / Job Code HCT101**

DUTIES: Under general supervision, performs administrative and certain clinical duties under the direction of the clinician on duty. Assists with daily clinic operations by obtaining and recording patient vital signs and medical histories, preparing patients for examinations, collecting specimens, and assisting clinicians with medical procedures. This position supports the mission of DeKalb Public Health by promoting and protecting the health, safety, and well-being of DeKalb County residents.

Essential Duties and Responsibilities

1. Performs administrative and clinical support duties to facilitate daily clinic operations.
2. Greets patients and assists with patient intake and check-in process.
3. Obtains, measures, and accurately records patient vital signs.
4. Collects and documents patient medical histories as directed.
5. Prepare patients for examinations and clinical procedures.
6. Assist clinicians with examinations, treatments, and other medical procedures within the scope of assigned responsibilities.
7. Collects, labels, handles, and prepares patient specimens in accordance with established procedures.
8. Maintains accurate and complete patient documentation and clinical records.
9. Ensure examination rooms and clinical areas are properly prepared, stocked, and maintained.
10. Follows established infection prevention, safety, and sanitation protocols.
11. Maintains patient confidentiality and safeguards protected health information.
12. Provides professional and courteous customer service to patients and visitors.
13. Communicates relevant patient concerns and information to the appropriate clinical personnel.

14. Assists with scheduling patient appointments, coordinating patient flow, and maintaining an organized clinic environment.
15. Reviews patient records and verifies demographic and other pertinent information for accuracy and completeness.
16. Updates patient information, documents services provided and enters clinical information into electronic health records and applicable databases.
17. Assists with processing referrals, laboratory requests, and other clinical documentation as directed by the clinician.
18. Performs point-of-care testing and assists with routine diagnostic procedures in accordance with established protocols, training, and applicable requirements.
19. Prepares and maintains medical equipment and instruments for examinations and procedures, ensuring proper cleaning, disinfection, and storage.
20. Monitors clinical supplies and inventory levels, restocks examination rooms, and communicates supply shortages to the appropriate personnel.
21. Assists with specimen transportation, processing, and coordination with laboratories to ensure timely handling and delivery.
22. Observes patients during clinical visits and promptly communicates unusual symptoms, concerns, or changes in condition to the supervising clinician.
23. Provides patients with basic instructions regarding clinic procedures, specimen collection, and follow-up appointments as directed by clinical personnel.
24. Assists with maintaining compliance with clinic policies, established clinical procedures, and applicable public health standards.
25. Supports preventive health services, immunization activities, and other public health clinic initiatives as assigned and within the scope of training and responsibilities.
26. Assists with maintaining patient flow during high-volume clinic operations while promoting efficient and timely delivery of services.
27. Participates in staff meetings, required training, and professional development activities to maintain knowledge of clinical procedures and departmental expectations.
28. Performs other related duties and responsibilities as assigned.
29. This position does require outreach that may include early hours, after clinic hours, and occasional weekends.

MINIMUM QUALIFICATIONS:

Associate degree in a related field from an accredited college or university and one (1) year of experience in a related field

OR

High school diploma or GED and two (2) years of experience in medical assisting

OR

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

Preferred Qualifications

- Previous experience working in a medical office or clinical setting.
- Strong customer service and patient communication skills.
- Experience in performing front-office and back-office medical assisting duties.
- Phlebotomy certification preferred.
- Previous public health experience is a plus.
- Knowledge of computers and Windows-based software applications.
- Bilingual communication skills preferred, particularly Spanish.

Knowledge, Skills, and Abilities

- Knowledge of basic medical terminology and clinical office procedures.
- Ability to obtain and accurately document patient vital signs.
- Ability to collect and handle specimens according to established protocols.
- Strong interpersonal and customer service skills.
- Effective verbal and written communication.
- Ability to maintain confidentiality and exercise discretion when handling patient information.
- Strong organizational skills and attention to detail.
- Ability to multitask in a fast-paced clinical environment.
- Ability to work collaboratively with clinicians and other healthcare professionals.

- Proficiency in computer applications and electronic documentation systems.

Working Environment

- Works in a public health clinic and patient-care environment.
- Requires frequent interaction with patients, clinicians, and other healthcare personnel.
- May require prolonged periods of standing, walking, and assisting with clinical activities.
- Must adhere to established infection control, patient safety, and confidentiality requirements.

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.*

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.