

Medical Assistant

United Ability, Hand-In-Hand Early Learning Program

The candidate selected for the role will be employed by Cahaba Medical, working on-site at Hand In Hand Early Learning Program

Hours: Monday-Friday; 9:00am-6:00pm.

Responsible for the well-being of staff and children enrolled in the Early Learning Program.

Essential Duties, Responsibilities, and Decision Making:

Checks and verifies weekly medications.

Prepares emergency plan protocols specific to an individual's medical need.

Reviews accident, behavior and other incident reports for timeliness and accuracy.

Assists staff with training and medical administration. This may include g-tube feedings, ventings, nebulizer treatments, inhaler administration, and dosing.

Maintains accurate records of prescriptions, allergies, immunizations, and medication administration logs.

Qualifications, Background, and Experience Required or Desired:

At least two years related work experience.

Experience as a medical assistant in a clinical setting is preferred.

High level of organization and self motivation.

Education, Certifications, or Licenses Required or Desired:

4-year Bachelor's degree preferred.

NHA

CCMA

Adult and Pediatric FA/CPR required.

Interested candidates can apply on-line at:

<https://www.unitedability.org/about/jobs/>