



**EMPLOYMENT OPPORTUNITY**  
**REASSIGNMENT ONLY**

**CLASS: 2430**                      **TITLE: MEDICAL EVALUATIONS ASSISTANT**  
(sh1)

**SALARY: \$2,756 - \$2,135 Biweekly**

**DEADLINE: November 6, 2009**  
**POSTED: October 23, 2009**

**JOB DESCRIPTION:**

San Francisco General Hospital's **Family Health Center** is accepting applications for **one (1) full-time** position in class 2430 Medical Evaluations Assistant. **SHIFT:** Varied. **PATIENT/CLIENT POPULATION:** newborns and infants, infant-toddler, pre-school child and school age child, adolescents, adults and elderly adults.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent class 2430 Medical Evaluations Assistant employees within the Department of Public Health are encouraged to apply. .

**ESSENTIAL DUTIES:**

Under direct supervision of a Physician, Nurse Practitioner, Registered Nurse or other medical personnel, the Medical Evaluations Assistant performs intake and examination duties. The essential job functions include the following:

- Maintains medical record information system;
- Explains medical examination procedures to patient;
- Processes medical charts/folders;
- Performs medical data entry and retrieval duties;
- Performs physical screening of patients;
- Assists the medical examiner performing various physical examinations and procedures including EKGs, Visual Acuity, Audiometry, Point of Care Testing;
- Cleans and performs simple maintenance of instruments and equipment;
- Administers medical treatment and tests on patients;
- Operates and uses medical equipment;
- Performs infant, pediatric and adult immunizations, skin tests, and phlebotomy;
- Assists with maintenance of medical forms and health education materials;
- Maintains inventory and stocking of medical and office supplies;
- Provides patient/family instruction in preventative health issues according to protocol;
- May be assigned supervisory duties over other employees;
- Performs other related duties as assigned/required.

**CONTINUED**

**MINIMUM QUALIFICATIONS:**

Possession of a recognized Medical Assistant Degree or Certificate; **OR** completion of an EMT-P (Emergency Medical Technician/Paramedic) Training Program; **OR** completion of a U.S. Military Corpsman Training Program.

**Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

**Condition of Employment:** Possession of a Certified Phlebotomy Technician 1 certificate (CPT-1), **issued by the State of California Department of Health Services**, is required for those positions which perform phlebotomy. Failure to obtain and maintain certification will prohibit the employee from performing phlebotomy and could result in termination of employment.

**DESIRED QUALIFICATION(S):**

- Experience in performing sub-cutaneous/intramuscular/intradermal injections
- Experience in performing phlebotomy
- One (1) year of experience as an MEA in an acute care setting within the last three (3) years
- Recent experience in an urgent care setting, emergency room setting, ambulatory care setting
- Ability to stand for significant amounts of time while working
- Ability to lift, move or carry a minimum of fifty (50) lbs of weight
- Ability to push a loaded gurney
- Ability to work in a fast paced, pressured environment
- Experience in a community based clinic setting serving ethnically and economically diverse patients
- Communicates effectively with others. Utilizes a team approach to accomplish goals

**APPLICATION PROCEDURE:**

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Sheila Hawthorne, Nurse Manager, Family Health Center, 995 Potrero Avenue, Building 80, Ward 83, San Francisco, CA 94110 by November 6, 2009**. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, from the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*