



## Technical Professional – Medical Assistant - 401810

**Start Date:** Summer Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$25,000 – 35,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on May 08, 2015.

**\*Applications received by May 01, 2015 will have first priority\***

### Position Overview

Responsible for assisting the Clinic Director in the overall operation of the Student Health Clinic and treatment of patients.

### Responsibilities

Interview patients, measure vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and record information on patients' charts. Prepare treatment rooms and patients for examination. Clean and sterilize instruments. Inventory and order medical supplies and materials. Operate equipment to administer routine diagnostic tests. Give injections or treatments and perform routine laboratory tests. Schedule appointments and make follow up phone calls to patients. Perform administrative tasks, complete appropriate forms, and oversee operations of front desk. Maintain clinic and patient records. Maintain patient privacy by adherence to HIPPA requirements. Maintain safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations. Serve and protect the clinic by adhering to professional standards, policies and procedures, federal, state, and local requirements. Other duties as assigned.

### Qualifications

**Minimum Qualifications:** Associate's degree or equivalent from an accredited Medical Assistant Training program. Current certification in ARC or AHA Basic Life Support required. Eligible for certification as a Medical Assistant from the American Academy of Medical Assistants, the American Medical Technologist Organization. Excellent communication and telephone skills.

**Preferred Qualifications:** Certification as a Medical Assistant from the American Academy of Medical Assistants, the American Medical Technologist Organization Previous Medical Assistant experience in both front and back office, specifically in a primary care setting. Strong computer skills (Internet software, spreadsheet, word processing etc.).

### **To Apply**

To apply for this position the following are required: (1) A completed RRCC employment application **(only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

### **About Red Rocks Community College**

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

## Red Rocks Community College | Position Announcement

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*