



# Medical Technician

**Job Code:** MT - 107  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$13.10 - \$21.42 Hourly  
\$1,048.00 - \$1,713.60 Biweekly  
\$27,238.00 - \$44,558.00 Annually

**FLSA:** Non-Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to participate in the evaluation and management process of the consumer in the clinic by taking and documenting vital signs, current medications, and psychosocial concerns and problems. Perform procedures and treatments as assigned and instructed. Works closely with the physicians, nurses, and other staff in the assuring that consumer's needs are met and that the program functions in an effective manner in meeting treatment needs of the consumer.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
- Provides treatment of persons throughout the life span as appropriate to discipline and setting.
- May be expected to respond to and or coordinate response to emergency needs of patients. Must appropriately document patient encounters electronically according to current standards of care using electronic health records.
- Assess, monitors and observe the health care needs of patients using data relating to the patient as appropriate.
- Provide patient health education as appropriate.
- Participates as member of inter-professional team to ensure that equipment, supplies and logs are available, correct and updated.

- Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
- Performs record keeping functions in accordance with program policies and position.
- Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
- Completes and passes all discipline specific competencies testing, initially and annually.
- Completes all initial, annual and ad hoc training as required/assigned.
- Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
- Adheres to, and maintains awareness of organizational policies, procedures, directives, and accreditation standards.
- Adheres to, and participates in, organizational Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
- Attends and participates in general/medical staff meetings.
- Other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires High School graduation or GED equivalent supplemented by specialized courses/training as a Certified Nursing Assistant or Medical Assistant.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.

### **Special Certifications and Licenses**

- Requires Medical Assistant Certification.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.