



THE COUNTY OF STANISLAUS

HEALTH SERVICES AGENCY



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Medical Assistant

\$45,427 - 55,203 Annually

Please apply by June 18, 2025 or after 100 Applications

WHO WE ARE

The Health Services Agency serves as Stanislaus County's Public Health department and provides primary care services to Medi-Cal, Medicare and uninsured patients. The agency achieved national Public Health Accreditation in 2019 and its clinic services have been Federally Qualified Health Center (FQHC) designated since 2007. The HSA actively promotes health improvement through dedicated community collaboration, strategic visioning and data-driven performance management across many programs and services.

HSA Services Include:

- Two FQHC primary care clinics located in Modesto
- Medi-Cal Managed Care participation, Indigent/Safety Net services, CalAIM planning and coordination – Street Medicine, Enhanced Care Management (under development)
- Public Health Promotion and Education Programs
- Women, Infant and Children's Nutrition Program
- Public Health Communicable Disease Control
- Maternal, Child, Adolescent Health and Public Health Field Nursing programs
- Public Health Nursing – embedded in Social Services teams
- Emergency Preparedness and Medical Health Operational Area Coordinator program
- Epidemiology and Community Health Planning
- Vital Records

THE POSITIONS

The Health Services Agency is looking to fill multiple full time Medical Assistant positions. Those in this position can work in the following areas:

URGENT CARE UNIT

Urgent Care is located out of the Family and Pediatric Health Center. Medical Assistants in HSA clinics perform both administrative and clinical tasks in the support of licensed health practitioners. The Medical Assistants ensure the clinic flow is timely by preparing charts, assuring patients and charts are ready for the provider at the specific appointment time or in advance for prior review, assisting during procedures, entering an order in the Electronic Medical Record (EMR), and following up on referrals sent to various specialists. The Urgent Care is open Monday through Friday from 5:30PM to 9:30PM, with weekend hours on Saturday from 10:00AM to 6:00PM. Typical working hours would be Monday - Friday 1:00pm to 10:00pm and 9:30am - 6:30pm on weekends.

CENTRALIZED REFERRALS UNIT

Centralized Referrals Medical Assistants perform primarily administrative tasks in support of HSA clinics. Medical Assistants in this department process and send specialist provider referrals and prior authorizations. Also, this position is responsible for handling clinical reports, tracking referrals, and notating patient charts. The Centralized Referrals operating hours and typical shift hours are Monday - Friday 8:00AM - 5:00PM.



THE TYPICAL TASKS

The tasks below have been grouped by unit; however, responsibilities may overlap, and individuals in this role may be asked to support duties across the different areas as needed.

CENTRALIZED REFERRAL MEDICAL ASSISTANT

- Coordinate the referral of patients and the appropriate follow-up of referrals as directed by the nursing and clinician staff for urgent/stat referrals;
- Work directly with specialty offices;
- Find specialist providers to which we refer;
- Protect patient confidentiality and follow up HIPAA rules and regulations;
- Work directly with the HSA Clinics as members of the Care Team; and
- If rotating within the clinic with also perform the below typical tasks.

URGENT CARE MEDICAL ASSISTANT

Typical tasks within the clinic:

- Prepare and stock all rooms, check equipment and supplies daily and maintain according to assignment; clean rooms and equipment after each examination and prepare for next patient following appropriate infection control techniques;
- Greet patients in a courteous manner and explains clinic procedures; may register patients; review chart to identify any follow-up issues, screenings or preventive care needed prior to visit; ensure charts are complete, including all lab, x-ray and special reports, prior to start of clinic;
- Prepare patient for examination, conduct intake assessments, including reason for visit, pertinent medical histories, medication reconciliation, obtain consents for procedure(s) take vital signs, and other testing, such as vision and hearing and charts data on medical record; ensures any screening tools have been completed;
- Assist Physicians and other providers with procedures; chaperone examinations;
- Provide interpretation for non-English speaking patients for providers and other staff as needed;
- Protect patient confidentiality and follow up HIPAA rules and regulations;
- Give oral, intramuscular, intradermal, and subcutaneous injections or immunizations as ordered by clinicians and covered under scope of practice;
- Perform electrocardiograms as needed;
- Perform basic unlicensed assistive duties such as administering immunizations and skin tests under the order of licensed providers;
- Perform and record urine dips and prepare urine samples for laboratory; instruct patients in specimen collection; process and handle blood and other specimens; perform and document laboratory equipment quality control;
- Review the visit notes and identify items for action;
- Review billing document to make sure all appropriate charges are captured;
- Document pertinent observations of visits per current charting policy; record entries in the Electronic Medical Record (EMR) as appropriate for both face-to-face and phone call encounters; assist provider and licensed nursing staff in the intake assessment of patients and patient telephone calls;
- Coordinate the referral of patients and the appropriate follow-up of referrals as directed by the nursing and clinician staff for urgent/stat referrals, direct routine referrals to the Centralized Referral Department;

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Medical (clinic) procedures and practices;
- HIPAA rules and regulations;
- Basic physiology, anatomy and psychology;
- Basic disease processes;
- Basic patient registration, records and charting procedures;
- Unlicensed assistive practices;
- Medical terminology;
- Clerical functions of medical clinic;
- ICD-10 codes for referrals;
- Medical supplies;
- Computer and modern office automation technology including Electronic Health/Medical Records;
- Basic public relations;
- Body mechanics and proper lifting techniques;
- Isolation procedures, sterile technique, and care of contaminated dressing and supplies.
- Operate computers, office equipment and related software; maintain effective working relationships with a wide variety of professional staff, coworkers, patients and the general public;
- Apply medical terminology;
- Follow simple to technical oral and written directions carefully and exactly;
- Perform unlicensed assistive practices;
- Patient care
- Administering injections and immunizations;
- Use of medical/clinical equipment and instruments;
- Effectively communicate to explain problems, procedures, and information updates;
- Complete medical administrative procedures and practices such as billing, referrals, charting, and electronic medical records;
- Maintain an empathetic and courteous attitude towards patients and patients' visitors; and
- Work calmly and effectively under stress or in emergency situations; and
- Set up diagnostic equipment for various procedures.

EDUCATION & EXPERIENCE

- Equivalent to Graduation from High School (Diploma) or GED; AND
- Completion of a Medical Assistant training program and externship from an accredited vocational school/college; AND
- Six (6) months full time experience in a Medical Clinic.

LICENSE OR CERTIFICATE

- Must possess and maintain BLS CPR for Healthcare Providers.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-7192 to make other arrangements by application deadline. Failure to submit proof will result in disqualification.

Apply today to join our team & make a difference in Stanislaus County

For the full job description, including minimum qualifications, scan the QR Code or click here





STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.

JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera
app to watch the Employee Choice
Bonus Plan video!



Cash Payout

Redo that kitchen
or paydown debt.

It's all yours.



Leave Time

Take a little extra time
off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable
income and receive it later.

Why not?



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$45,427 - 55,203 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Medical, dental, vision, and basic term life insurance plans
- Two weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request.

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,00 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

APPLICATION PROCEDURES/FINAL FILING DATE: June 18, 2025 or once 100 applications received
Written Examinations are tentatively scheduled for the week of June 23, 2025

Oral Examinations are tentatively scheduled for the week of June 30, 2025

Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.