MAVERICK COUNTY HOSPITAL DISTRICT
JOB POSTING

JOB TITLE: **MOBILE UNIT COORDINATOR**
DEPARTMENT: **PSG**
STATUS: **NON-EXEMPT**
REPORTS TO: **CLINICAL OPERATIONS DIRECTOR**

SUMMARY: Responsible for coordinating the day-to-day operations and safe driving logistics of the mobile medical unit, while simultaneously providing health screenings as per established patient care protocols and procedures by performing a variety of medical assistant and phlebotomy functions. Assists in examination and treatment of patients under the direction of the physicians or other healthcare providers. Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight and height) and records information on patients' charts. Performs moderately complex work and works under general supervision with limited use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate day-to-day mobile unit operations and logistics
2. Safely drives, parks, and sets up the mobile unit at designated community outreach and health screening locations.
3. Provide health screenings in the field
4. Support prevention efforts through mobile unit outreach
5. Processes new or established patients in the mobile unit in a timely and satisfactory manner.
6. Records in patient chart, vital signs, current complaints, and pertinent history.
7. Performs phlebotomy and blood draws as requested by provider and supports other MA-related duties as needed.
8. Support patient care services provided through the mobile unit
9. Administers injections as requested by provider.
10. Provides patient education and applicable preventive services by protocols, making the appropriate documentation, ordering the education/information literature for patients, and supporting prevention efforts through mobile unit outreach.
11. Cleans and sterilizes instruments as per approved protocols.
12. Cleans mobile examination room as required to maintain a safe environment.
13. Reviews clinical data on patients and arranges them properly in patient's charts.
14. Maintains the stock of supplies and instruments in mobile examining room, tracks vehicle inventory, and orders medical supplies as required.
15. May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATIONS

To perform this job successfully, individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school graduate or its equivalent; graduate of an accredited Medical Assistant Program with one year of experience, preferred. Proven experience and proficiency in phlebotomy/blood sample collection required.

KNOWLEDGE OF:
Standard office and mobile clinic practices and procedures; medical procedures and protocols; medical terminology; and health care industry and systems. Knowledge and compliant with HIPAA.

SKILL/ABILITY TO:
Operate computers, including word processing and spreadsheet software; operate basic office equipment, including copy machine and fax machine; speak and understand both English and Spanish; communicate effectively, both orally and in writing; knowledge of proper grammar usage, spelling and punctuation; good typing skills; appreciation for confidentiality; and maintain effective working relationship with co-workers and the public. Bilingual (English/Spanish) preferred. Must possess the confidence and ability to safely navigate and operate a large mobile unit vehicle.

CERTIFICATES, LICENSES, REGISTRATIONS:
Current certification from credentialing organization for Medical Assistants; First Aid, CPR Certification; must have a valid driver's license with acceptable driving record and insurance (essential for operating the mobile unit). Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources and/or CEO.

PHYSICAL DEMANDS
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit (including driving the mobile vehicle); use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing more than 5 pounds, and occasionally lift heavier materials associated with mobile unit setups (such as outdoor awnings, tables, or heavy medical supply cases). Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT
The work environmental characteristics described herein are representative of an employee's encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment—including field clinics, outdoor community sites, and vehicle operations—is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work; and to work closely with others as part of a team. The employee will be working with children of all ages and adults of all ages in both the mobile vehicle and field outreach settings. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.