



# Medical Assistant – CJC

## Job Description

Department: Children’s Justice Center  
Position: Career Service  
Grade: 717  
Supervisory: No  
Reports to: Medical Supervisor – Children’s Justice Center

### Summary

Under direction of the Medical Supervisor – Children’s Justice Center (CJC), provides specialized medical assistance at the Children’s Justice Center.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide medical assistance to the CJC Nurse Practitioner during forensic child abuse examinations; assist with keeping child calm and comfortable.
2. Observe child for signs of distress, mental illness, or possible crisis situations; communicate signs and concerns to Nurse Practitioner.
3. Use knowledge of developmental care and evidence collection protocols to ensure forensically and medically sound, age-appropriate examination and crisis intervention.
4. Maintain chain of evidence; correctly label lab work and store appropriately; deliver samples to lab services on the day the specimen was obtained.
5. Perform pregnancy testing and referrals, as needed.
6. Perform venipunctures, as needed.
7. Participate in multi-disciplinary team reviews of child abuse cases; attend monthly multi-disciplinary team case and peer review meetings.
8. Assist custodial caregiver with registration paperwork; explain the billing process for the Children’s Justice Center and for the medical center lab services; prepare registration forms and other paperwork for medical billing.
9. Facilitate communication and working relationships with local, state and out-of-state law enforcement agencies while obtaining assigned case numbers and/or other required information.
10. Collect and enter data into the Attorney General’s database; submit monthly, quarterly, and year-end medical statistical reports for the CJC in a timely manner.

### For Office Use Only

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Job Title: Medical Assistant – CJC  
FLSA: Non-Exempt  
Effective Date: 9/25/2023  
Public Safety: No

Worker’s Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

11. Monitor and control inventory; perform price comparisons and communicate with vendors, as needed.
12. Maintain daily log of equipment; ensure the cleanliness of the work environment.
13. Maintain adequate supplies in medical examination room and emergency medical supplies; order supplies, as needed.
14. Record refrigerator temperature once a day to ensure biological safety; inform supervisor of issues.
15. Record all procedures according to established protocol.

### **Knowledge, Skills, and Abilities**

- Knowledge of biologicals and their interactions
- Knowledge of a broad base of medical assisting practices and procedures including child abuse, especially sexual abuse
- Knowledge of the physical signs of sexual abuse
- Knowledge of psychological and sociological issues and behaviors related to child sexual abuse
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in inventory control and supply ordering
- Skilled in written and verbal communication
- Skilled in medical assisting activities, such as injections, CPR, First Aid, venipuncture, blood pressure, hemoglobin testing, and urinalysis testing
- Skilled in establishing and maintaining accurate records and files
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to gain the confidence and cooperation of children in order to obtain vital signs and assist with medical examinations
- Ability to remain calm and de-escalate crisis situations
- Ability to ascertain the cognitive age and understanding level of children and custodial parents in order to communicate using age-appropriate language
- Ability to observe for signs of distress, mental illness, substance abuse or potential crisis situations
- Ability to maintain confidentiality according to strict guidelines

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an office or other environmentally controlled room. Work regularly exposes incumbents to conditions such as noxious odors, mists, contagious or infectious disease and hazardous chemicals. Work regularly requires the use of protective devices such as masks, goggles and

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gloves. Work exposes incumbent to possible bodily injury from unintentional, spontaneous movement of clients. Work exposes incumbent to individuals who may be angry, agitated, or otherwise upset, and to unknown and potential hostile situations. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to sit, stand, walk, and stoop. The employee is required to talk and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Applicant must possess a valid certification as a Certified Medical Assistant (CMA) or Registered in Medical Assisting (RMS).

### **Preferred Education and Experience**

1. Preference may be given to applicants with experience in a forensic, psychiatric, or related environment.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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