



# Medical Assistant 2 Mental Health

LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 733

## AVAILABLE POSITION

**Medical Assistant 2**  
**Mental Health Department (Classification 733)**  
**SEIU Represented Full Time (37.5 hours/week) position**

### ESSENTIAL FUNCTIONS:

We are seeking an experienced medical assistant to work with our nursing staff. This position will require contact with our mental health patient population. The person filling this position should be skilled in taking vitals, giving therapeutic injections, organizing our medicine supply room, completing medication refills, communicating with our prescriber staff and being able to make appointments. This position will support adults and adolescence. The candidate must have good computer skills and be able to work in a fast paced, demanding medical environment, functioning as a part of a multidisciplinary team.

### MINIMUM QUALIFICATIONS:

A basic knowledge of the medical/mental health electronic health record documentation and referral process; people skills in working with our diverse client load is necessary. Be able to show flexibility and apply yourself in a creative manner so as to problem solve emerging issues. Graduation from an accredited program with Certification as a Medical Assistant is required. National Medical Assistant and CPR certification are preferable. One year of medical office and/or clinical work is preferred. Experience working with those that have a mental illness is preferred.

### SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. We offer competitive benefit plans.

- Medical, Dental, and Vision Benefits
  - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
  - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long-Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
  - Fully Paid by County

We offer a Work/Life Balance with our work week is 37.5 hours. With our reduced schedule, it allows for a healthier work life balance.

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

**SALARY RANGE**                      **\$3,325 - \$4,241 Month**  
**CLOSINGDATE:**                      **January 5, 2025**  
**HOW TO APPLY:**                      **[www.linncountyhealth.org](http://www.linncountyhealth.org)**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.