Community Health Programs

The mission of Community Health Programs is to improve the health of people throughout Berkshire County by delivering exceptional compassionate health care.

Job Title: RN, LPN, CMA
Department: Mobile Health Unit – Berkshire County
FLSA Status: Non-Exempt
Hours: Temporary - Full Time
Operationally Reports To: Mobile Health Unit Supervisor
Updated: August 2020

Summary: CHP is seeking a licensed Medical Assistant, LPN or RN to do COVID testing on CHP's Mobile Health Unit. This is a temporary (six month) position. Personal protective equipment will be provided for the safety of staff. The COVID tester behaves in a professional manner, and consistently demonstrates and promotes the values and mission of CHP. The COVID tester will work with and receive supervision from the Mobile Health Unit supervisor. This person will support CHP’s mission, vision, and values and will adhere to compliance protocols as well as CHP’s policies and procedures.

RN, LPN, CMA Essential Duties and Responsibilities:

- Must have medical protocols/competencies reviewed by CHP’s Supervising RN or clinical trainer.
- Strong ability to multi-task.
- Customer Service - Manages difficult or emotional client/patient situations.
- Responds promptly to patient needs.
- Solicits customer feedback to improve service.
- Responds to requests for service and assistance.
- Meets commitments and is punctual; strong work ethic.
- Follows policies and procedures.
- Completes administrative tasks correctly and on time.
- Supports organization's goals and values.

Interpersonal Skills:
- Maintains confidentiality.
- Keeps emotions under control.
- Professional, welcoming personality.
- Contributes to building a positive team spirit.

Oral and Written Communication
- Responds well to questions.
- Takes careful and accurate notes.
- Follows up on messages and ensures delivery of messages.
- Composes/types letters if requested by administration.

Essential Skills and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or Experience:
Massachusetts Medical Assistant Certification/License, LPN or RN is required. Medical Office experience is a plus, Electronic record experience is a plus. CPR is required. Up to one (1) year experience.

Language Skills:
S/he must have the ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Spanish speaking/Bilingual skills are a plus.

Computer Skills:
To perform this job successfully, an individual should have knowledge of Microsoft Word and utilize Excel. Database skills are a plus.

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. Reasonable accommodations 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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds and may be required to help lift a patient out of a wheelchair. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:
- See ADA form