JOB ANNOUNCEMENT

PSC Position Title: Medical Assistant

Hours (40 or 48): 40 hours

Reports To: Country Director (CD) for administrative issues (unless CD authorizes PCMO supervision

Coordinates with: Entire Health Unit; other Peace Corps departments (Admin, Safety and Security and P&T)

Supervises Others: N/A

Minimum Requirements:

At a minimum, the successful candidate’s CV should demonstrate the following:

- Education/Certification: Nursing Diploma or medical university with valid registered clinical license or degree in a public health
- Years of Experience: Two years progressively responsible related experience with knowledge of administrative medical duties related to health services.
- Language Proficiency: Working proficiency in spoken and written English and fluency in Tetun required.
- Knowledge: Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.
- Skills and Abilities: The use of Microsoft office technology (Word, Excel, Power Point) to complete daily tasks and long-term projects.

Preferred Qualifications

- Clerical and secretarial experience desirable
- Knowledge of medical terminology desirable
- Ability to speak in Portuguese, Bahasa Indonesian and/or fluency in English
- Good working knowledge of web conferencing tools
- Experience working in a multicultural environment

1. Background

The mission of Peace Corps worldwide is to promote peace and friendship by:

1. To help the people of other countries in meeting their needs for trained men and women;
2. To promote a better understanding of the American people on the part of the peoples served, and;
3. To promote a better understanding of other peoples on the part of the American people.

The Peace Corps program in Timor-Leste operates at the request of the Government of Timor-Leste and works to support the priorities of the national and local governments as well as those of Timorese community members. Over the 10 years that Peace Corps has served in Timor-Leste, over 200 volunteers have served all over the country.
Your work with Peace Corps will contribute to the collaborative development efforts of Peace Corps and Timor-Leste, and will serve to promote better understanding between the people of Timor-Leste and the people of the United States. The work of a Peace Corps Personal Services Contractor does not limit itself to the role. Active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Timor-Leste.

**Major Duties and Responsibilities**

The MA is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to; working as the health unit receptionist, actively assisting the PCMOs in clinical care*, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMOs.

* Clinical duties will be performed with clinical oversight by the PCMOs and only as approved by the Medical Director through the Credentialing Committee/Office of Health Services (OHS).

**MAJOR DUTIES AND RESPONSIBILITIES**

**Support to the Health Unit**

The Medical Assistant coordinates responsibilities directly with the PCMOs. The MA must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and administrative skills.

**Clinical Support**

- Performs a variety of non-invasive routine clinical and technical services under the supervision of the PCMOs, which may include clinical tasks such as taking vital signs, administering immunizations, performing laboratory tests, etc. These privileges must be approved by the Medical Director/OHS. Supervising PCMOs are responsible to ensure that MAs perform appropriate health care services. Even under supervision, MAs are not allowed to assist with or perform any unapproved services.
- Responsible for sterilization of equipment.
- Serves as chaperone for PCMOs during PCV medical examinations and procedures.

**Administrative Support**

- Screens phone calls and takes messages when PCMOs are unavailable.
- Places and returns telephone calls for the Health Unit, including scheduling, modifying, and canceling appointments in coordination with PCVs, PCMOs, and others (including consultants and laboratories).
- Follows-up on outstanding consultant and laboratory reports, ensuring this information is relayed to the PCMOs for review.
- Drafts correspondence such as letters, memos, and fax covers, etc. at the request of the PCMOs to consultants, PCVs, laboratories, hospitals, etc.
- Routes incoming correspondence to PCMOs, stamps and files correspondence.
- Utilizes PCMEDICS to assist the PCMOs and backup provider in the documentation and delivery of PCV health care, and to document clinical care given as trained.
- Responsible for scanning, labeling, uploading and filing all documents into PCMEDICS after PCMO review and signature, also ensures that three PCV identifiers are on each page of each document.
- Prepares envelopes and packages, including laboratory samples and medical...
Job Vacancy Medical Assistant

Supplies, to be sent to PCVs, training sites, and other destinations, and forwards them to the appropriate administrative staff for delivery.

- Responsible for photocopying health forms, medical presentation materials and other related documents.
- Responsible for requesting office supplies and materials for use in the Health Unit.
- Regularly updates the list of medical facilities and medical service providers under the instruction and oversight by the PCMOs.
- Assists PCMOs in reviewing the Volunteer Health Handbook given to PCVs during Pre-Service Training (PST). Updates medical facilities and medical providers’ addresses, contact information, and any other information required in this Handbook.
- Manages the health information materials in the Health Unit available to PCV, stocking brochures, pamphlets and books. Keeps a detailed list of any books and/or media materials loaned out.
- Responsible for receiving and registering all medical bills submitted by PCVs and local medical service providers. Submits bills to PCMOs for approval, verifying name of PCV, date of services rendered, and that all billed services were requested by the PCMOs.
- Keeps updated files of all medical bills presented by PCVs and others.
- Maintains Volunteer database with up-to-date information regarding PCVs out of site for medical purposes.
- Uploads PCV passport face pages and visa pages into PCMEDICS, monitoring regularly to assure accurate and current information.

Medical Supply Duties

- Maintains internal medical inventory for the medical unit, ensuring an adequate supply of disposable materials and keeping PCMOs informed.
- Responsible for updating internal medical inventory system (as determined by the PCMOs) when medication/supplies are delivered, dispensed and destroyed.
- Assists the Acceptance Point Clerk (APC) when medical supplies are received.
- Provides documentation to the Medical Supply Inventory Control Clerk (MSICC) on receiving, dispensing and disposing of specially designated medications and controlled substances.
- Keeps an accurate control of the expiration dates of all medicines and alerts the PCMOs of upcoming expired medications. Removes expired items from the pharmacy and logs all items scheduled for disposal.
- Responsible for organization and shelving of Health Unit supplies.
- Assists PCMOs with PCV medical supply requests.
- Prepares draft orders for medical supplies, with PCMO guidance, based on needs, historical data, and inventory availability. Assists the PCMOs in ordering medical supplies from PC/HQ and local/regional vendors.
- Maintains files, according to fiscal year, of all ordering, receiving and dispensing documents in compliance with Technical Guideline 240: Medical Supplies and Equipment.
- Assists PCMOs in the monitoring of the medical supplies budget.

Other Duties

- Attends staff meetings, in-service trainings, and retreats when indicated.
- Understands and complies with Peace Corps safety and security policies and procedures.
- Understands and complies with Peace Corps code of ethics, privacy and confidentiality policies.
- Files all documents produced by the position in accordance with the Peace Corps Records.
Management policies.
- Performs other assignments considered as necessary by the PCMOs in consultation with the CD, as indicated.

Logistics & Level of Effort & Duty Station

Performs duties during a 40 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May also be required to travel up country. Duty station is the main office Rua Nuu Laran, Bairro dos Grilhos, Dili. May be required to work in another town during 10 weeks of training in January & October. May also be required to travel up country. Events may require occasional work in the evenings and on weekends and holidays.

APPLICANT INFORMATION:

Salary
Starting at $15,058.00 annually plus benefits (depends on salary history, experience, and qualifications)

Security Clearance
Candidate must be able to obtain a security clearance which requires a National ID Card and recent/valid Ministry of Justice Requerimento de Certificado de Registo Criminal. Candidates without these documents may apply, but they should start working on obtaining these documents immediately. Candidates will also require a valid passport and must not have any restrictions on travel to the United States from previous experience.

Important! Applicants must clearly describe or demonstrate how they meet each of the above qualifications in a Cover Letter written in English to be considered. Resumes/CVs should not exceed 4 pages. Please do NOT send additional attachments, such as certificates, at this time. Qualified and interested candidates should send their Cover Letter, Resume/CV and Diploma by e-mail to easttimorpc@peacecorps.gov. The Cover Letter, Resume/CV and Diploma should be sent as attachments with the applicant’s name in the file names.

Applicants should use the following subject line for the email: MA_LastName,Firstname (Ex: MA_Soares,Pedro). Applications without the correct subject line may be disqualified.

The Peace Corps is an equal opportunity employer. Female candidates are strongly encouraged to apply.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or genetic information.

Closing date: position remains open until filled—applicants should apply before August 26, 2022 for priority consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.