

Mobile Health Unit Driver/Medical Assistant

Full Time Non-Exempt

About Indiana Family Planning Centers

The Indiana Family Planning Centers are operated by the Indiana Family Health Council, Inc., (IFHC) is a private, non-profit corporation governed by statewide Board of Directors comprised of up to seventeen members. IFHC receives funding from the U.S. Department of Health and Human Services (HHS) to provide family planning services in Indiana and Illinois. IFHC coordinates and provides services and technical assistance to funded partners for service delivery.

Position Summary

Reports to the CFO/COO. Primary responsibilities include driving the mobile health unit to dedicated locations in Indiana and performing basic medical assistant work including point of care testing, height, weight and other basic vitals. Organization will provide training for health care skills.

Duties and Responsibilities Include:

- Drive Mobile Unit
- Ensure mobile unit receives maintenance as required.
- Greet clients as they enter the family planning clinic and determining each client's needs.
- Responsible for following medical records policies and procedures and creating a medical record for each new client.
- Responsible and accountable for maintaining all clinic medical records according to organizational policies and Health Information Portability and Accountability Act
- Reviews client charts, registers client for clinic visit, obtains and records client's weight and vital signs, takes patient history, obtains urine samples, and assesses reason(s) for client visit.
- Communicates laboratory results to the Advanced Practice Nurse; provides information to the client and coordinates follow-up visits as needed.
- Cleans and prepares exam room/mobile unit for each client visit.
- Other Duties as Assigned

Job Requirements:

- Skill set in driving large, heavy equipment; prefer CDL B licensure
- Healthcare experience or desire to learn
- Ability to read and interpret documents such as Standard Operating Procedures, safety rules, operating and maintenance instructions, and other department manuals.
- Clean driving record

Working Conditions

Daily tasks include a mixture of standing, sitting, driving, and walking. Hand-eye coordination with significant manual dexterity and frequent repetitive hand motions. Reaching above the head and lifting up to 25-pound items occurs occasionally. Visual and hearing acuity to perform essential responsibilities. Looking at computer screens or small items is common.

Send resume to info@ifhc.org with the subject line “Mobile Unit Driver”