PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

Position Title: Medical Assistant (MA)
Location: Monrovia
Work Hours: Full Time; 44 hours per week; (Monday – Friday 7:00am – 5:00pm) (Friday 7:00am – 1:00pm)
Deadline for application is COB Friday, June 14, 2019.

About Peace Corps Liberia (PC/Liberia)
Peace Corps is an autonomous, international agency of the United States Government with operations in nearly 70 countries. It operates in Liberia by the invitation of the Government of Liberia. Peace Corps assigns Volunteers in the counties to government and non-government agencies and organizations, community based organizations, universities, colleges and schools who partner to enable Volunteers to provide capacity building in math and science education. Volunteers also aim to build cultural understanding between Americans and Liberians.

Position Function
The Medical Assistant (MA) performs a variety of clinical and administrative duties in support of the Health Unit. The MA works under the guidance of the Peace Corps Medical Officer (PCMO) and reports to the Country Director (CD) for administrative issues.

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 PCMO in clinical procedures (*), screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distribution of medicines to Peace Corps Volunteers (PCVs), including Peace Corps Trainees and Response Volunteers, under PCMO oversight, and other clerical and administrative functions in support of the PCMOs.

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

MAJOR DUTIES AND RESPONSIBILITIES

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

I. Clinical Support
   a) Serves as chaperone during medical examinations and procedures.
   b) Performs clinical privileges as approved by the Medical Director/OHS, which may include clinical tasks such as taking vital signs, administering immunizations, performing laboratory tests, etc.
   c) Responsible for sterilization of equipment.

II. Administrative Support
   a) Screens phone calls and takes messages when PCMO is unavailable.
   b) Places and returns telephone calls in the health unit, including scheduling, modifying, and canceling appointments in coordination with PCVs, PCMO and other personnel, such as consultants, clinicians, and laboratories.
   c) Follows up with outstanding consultant, clinician, and laboratory reports, ensuring results and information are relayed to the PCMO for review.
d) Drafts correspondence such as letters, memos, etc. at the request of the PCMOs to Consultants, PCVs, laboratories, hospitals, etc.

e) Routes incoming correspondence to PCMO, stamps and files correspondence.

f) Utilizes PCMEDICS, as trained, to document clinical care given, and to assist the PCMO and backup providers in the delivery of documentation of PCV health care.

g) Responsible for scanning, labeling, uploading and filing all documents into PCMEDICS after PCMO review, ensuring three identifiers are on each document.

h) Prepares envelopes and packages, including laboratory samples and medical supplies to be sent to PCVs, training sites, and other destinations; and forwards them to the appropriate administrative staff for delivery or ground transportation.

i) Responsible for photocopying health forms, medical presentation materials, and other related documents.

j) Responsible for requesting office supplies and materials for use in the health unit.

k) Regularly updates the list of medical facilities and medical service providers under the instruction and oversight by PCMO.

l) Assists PCMO 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.

m) Manages the health information material in the Health Unit available to PCVs, including stocking brochures, pamphlets, and books. Keeps a detailed list of all books and media materials loaned out.

n) Responsible for the receiving, registering, and filing of all medical bills submitted by PCVs and local medical service providers. Submits bills to PCMO for approval, verifying name of Volunteer, date of services rendered, and that services were officially requested by PCMO.

o) Keeps updated files of all medical bills presented by PCVs and others.

p) Uploads PCV passport face pages and visa pages into PCMEDICS, monitoring regularly to assure accurate and current information.

III. Medical Supply Duties

a) Ensures an adequate supply of disposable materials, maintains internal medical, and keeps PCMO informed.

b) Responsible for updating internal medical inventory system (as determined by PCMO) when medication/supplies are delivered, dispensed, destroyed.

c) Assists the Acceptance Point Clerk (APC) when medical supplies are received.

d) Provides documentation to the Medical Supply Inventory Control Clerk (MSICCC) on receiving, dispensing, and disposing of specially designated medications and controlled substances.

e) Keeps an accurate control of the expiration dates of all medicines and alerts the PCMO of upcoming expired medications. Removes expired items from the pharmacy and logs all items scheduled for disposal.

f) Responsible for organization and shelving of Health Unit supplies.

g) Assists PCMO with PCV medical supply requests.

h) Prepares draft orders for medical supplies, with PCMO guidance, based on needs, historical data, and inventory available. Assists the PCMO in ordering medical supplies from PC/HQ and local/regional vendors.

i) Maintains files, according to fiscal year, of all ordering, receiving, and dispensing documents in compliance with TG 240: Medical Supplies and Equipment.

j) Assists PCMOs in the monitoring of the medical supplies budget.

IV. Other Duties/ Information Related to the Position

a) Attends staff meetings, in-service trainings, and retreats when indicated.

b) All staff, including this position, have a role in Peace Corps Volunteers and Trainees (V/T) safety support system. The contractor shall become familiar with Peace Corps Manual Section 270 (Volunteer/Trainee Safety and Security) and the Emergency Action Plan at Peace Corps Liberia, including the role of this position in an emergency situation. Contractor shall become
familiar with protocols for reporting and responding to safety and security incidents and report all safety and security concerns expressed by V/Ts to the Safety and Security Officer, and CD as soon as possible. When appropriate, the contractor shall support Safety and Security for V/Ts by assisting them to adopt culturally appropriate lifestyles and exercise judgment that promotes safety and reduces risk in their home, at work, and while traveling in Liberia.

c) Understands and complies with Peace Corps safety and security policies and procedures.

d) Complies with Peace Corps code of ethics, privacy, and confidentiality policies.

e) Files all documents produced by the position in accordance with the Peace Corps rules and regulations. Ensures that documents and records are safely stored and can be retrieved easily when needed by establishing and maintaining an efficient and up-to-date filing system including being familiar with file retention requirements and appropriately disposing of files that are no longer required.

f) To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.

g) Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

h) Performs duties during standard working hours; however, may occasionally require work in the evenings, weekends, and holidays.

i) Position requires infrequent domestic travel for site visits and training purposes.

j) Conduct expectations include that the employee show up to work on time, are professional/respectful in their in-person and written communications, that they respect confidentiality of sensitive information, that they dress appropriately for the occasion while working, that they come to meetings prepared, that they follow-through with assigned tasks in a timely manner, and that they not report for work while under the influence of alcohol or drugs, etc.

k) The PSC may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official, but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

l) The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps’ as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

m) Performs other duties as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Successful completion of a nursing school (technical/university degree), general medical school, medical assistant program, and valid registered clinical licensure/diploma or applicable knowledge and experience obtained through on-the-job training or under the direct guidance of a provider (supporting documentation must be submitted).

Prior Work Experience Two year's progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experience desirable.
Knowledge, Skills, and Attitudes: Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control. Knowledge of Microsoft Office programs (Word, Power Point, Access, Outlook, and Excel).

English fluency required.

To apply:
Submit a Cover Letter addressing all the requirements stated in this advertisement, a resume’ or curriculum vitae, and the names and contact information for 3 references via email to: LiberiaJobs@peacecorps.gov with subject line: “Medical Assistant-2019”

Deadline for application is Friday, June 14, 2019. Applications received after this date may be considered at the discretion of the Contracting Officer.

NOTE:
The technical glitch we experienced with our e-mail has been resolved.
All candidates who previously applied for this position are strongly encouraged to reapply.