

**CLACKAMAS COMMUNITY COLLEGE**  
invites applications for the position of:



## **Medical Assistant Instructor & Program Director**

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**SALARY:** \$4,673.59 - \$5,165.45 Monthly  
\$56,083.13 - \$61,985.38 Annually

**OPENING DATE:** 03/03/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**This position will remain open until filled. For full consideration, please submit your application and materials by 5 PM on April 17, 2020.**

This position is expected to provide high quality instruction to medical assistant students in classroom, laboratory, and clinical setting, in accordance with college and department mission, vision and values, full-time faculty bargaining agreement, federal and state regulations, and program accreditation standards. In addition to facilitation of student learning, this role is responsible for program effectiveness, including: program assessment and review in support of continuous improvement; coordination, supervision, and evaluation of clinical experiences; student recruitment; and the advancement of institutional initiatives.

**TERMS OF EMPLOYMENT:**

- This is a 100%, 175-day faculty assignment;
- Requires flexible work schedule to meet program needs, which may include evenings, nights and/or weekends;
- Faculty will be required to meet minimum Oregon Health Authority standards prior to being in the clinical setting, including a criminal background check and drug screen;
- Faculty must maintain required licensure/certification.

**ESSENTIAL FUNCTIONS:**

This position is responsible for all aspects of the academic program. Release time is provided to the instructor to perform administrative duties necessary to meet requirements of program accreditation, credentialing, and/or federal and state regulations.

Responsibilities of the Full-Time Faculty and Program Director position include, but are not limited to:

- Ensure students develop requisite entry-level knowledge, skills, and competencies to sit for certification or licensure and work in the field utilizing current techniques and equipment:
  - Employ strong classroom management skills, including independent judgement, subject matter expertise, interpersonal skills, and knowledge of teaching theory and methodologies;
  - Theory instruction of clinical skill, practice, and pharmacology (cognitive focus);
  - Exam room and laboratory instruction, including phlebotomy and intravenous administration (psychomotor/affective focus);
  - Limited instruction of administrative skills;
  - Advise, assist, and tutor students, and connect them with available resources to support their learning;
  - Effectively communicate with faculty, staff, students, and community partners;
  - As appropriate, coordinate, develop, or oversee Advanced College Credit courses with high school instructors.
- Coordinate student clinical practicum education:
  - Select and approve appropriate practicum sites;
  - Provide orientation for the on-site supervisors;
  - Provide oversight of the practicum experience;

- Ensure appropriate and sufficient evaluation of student achievement;
- Initiate and maintain clinical affiliation agreements between practicum settings and the college;
- Maintain program and curricular effectiveness with dedication to continuous assessment, budgeting, and planning principles:
  - Program and student learning outcomes assessment;
  - Continuous program review;
  - Planning and development, including unit planning;
  - Identify and pursue grants and community outreach opportunities;
  - Conduct new student recruitment and advising activities, including the annual refreshment of program handbook and application;
  - Collaborate with the Health Sciences Director on recruitment, assignment, and coaching of adjunct instructors;
- Support the college's mission, vision, and values, through participation in and advancement of institutional initiatives.

## **QUALIFICATIONS:**

*The education and/or work experience sections of your online application form must demonstrate that you meet all of the following Minimum Qualifications. The information on the cover letter/resume will not substitute for the completed application.*

### **MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree awarded by an accredited educational institution;
- Be credentialed in good standing as either CMA (AAMA) or RMA (AMT);
- Minimum of three (3) years' professional experience as medical assistant, preferably within the past 10 years, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants;
- Have at least ten (10) hours of instruction strategies, including both educational theory and technique;
- Minimum of one (1) year teaching experience in postsecondary and or vocational/technical education, preferably within the past 5 years;
- Current certification in CPR/Basic Life Support (BLS) for Healthcare Providers and First Aid, or the ability to obtain it prior to employment.

### **REQUIRED SCREENINGS AND IMMUNIZATIONS (after hire):**

- Hepatitis B (Hep B) series with titer to confirm immunity;
- Measles, mumps and rubella (MMR);
- Tetanus, diphtheria, pertussis (Tdap);
- Varicella;
- Influenza (seasonal flu);
- Tuberculosis (TB) IGRA Blood test or chest x-ray;
- After hire is complete, this position will need to complete a 10-panel urine drug screen and criminal background check, which will be coordinated by the department.

## **OTHER JOB ELEMENTS:**

### **TECHNICAL STANDARDS REQUIRED FOR POSITION:**

*The work environment characteristics described below are representative of the technical standards 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/Motor**

Medical Assistant faculty members must have the ability to 1) sit, stand, bend, kneel, stoop, reach, and manipulate objects, 2) remain on their feet for extended periods of time, 3) have sufficient strength to lift objects and/or assist students in positioning patients and 4) possess adequate manual dexterity and coordination to operate equipment such as standard laboratory, safety and office equipment.

#### **Sensory**

Medical Assistant faculty members must have the ability to obtain or collect information through observation, listening, touching or smelling.

### **Cognitive**

Medical Assistant faculty members must have the ability to 1) recall, collect, analyze, synthesize, and integrate information from a variety of sources, 2) problem-solve and think critically in order to apply knowledge and skill, 3) communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds and 4) relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.

### **Behavioral**

Medical Assistant faculty members must have the ability to 1) demonstrate emotional stability to function effectively under stress and adapt to changing environments, 2) maintain effective and sensitive relationships with others, 3) examine and modify their own behavior when it interferes with others or the learning environment, 4) possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.

### **SUPERVISORY RESPONSIBILITIES:**

Supervision of other personnel is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to student workers.

### **SUPERVISION RECEIVED:**

Works under the general direction of the Director, Health Sciences/Associate Dean of Technology, Applied Science and Public Services.

### **ADDITIONAL INFORMATION:**

*Clackamas Community College is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the Clackamas Community College and its Board that there will be no discrimination or harassment in any educational programs, activities or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

*The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the dean of Human Resources for Clackamas Community College in Barlow Hall at the Oregon City campus, 503-594-3300. Please note the following areas of responsibility, should you need relevant resources or information: Section 504 Coordinator, Disability Coordinator, Oregon City campus, 503-594-3181; Title II Coordinator, Associate Dean, Oregon City campus, 503-594-3392; Title IX Coordinator, Dean, Human Resources, Oregon City campus, 503-594-3300.*

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### **ADDITIONAL POSTING INSTRUCTIONS:**

To apply for this position, you must submit:

- Completed online application
- Cover Letter explaining your interest in the position and describing how you meet the minimum and special qualifications and requirements of the position
- Current Resume or Curriculum Vitae
- Unofficial Transcripts
- Completed responses to the Supplemental Questions

Upon hire, candidate will be required to provide official transcripts for degrees earned, if applicable.

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### **SUPPLEMENTAL INFORMATION:**

CCC only accepts applications through this online application system. We want you to be successful in applying with us. We highly encourage you to complete and submit your application in advance of the

deadline.

For assistance with this, please email [hr@clackamas.edu](mailto:hr@clackamas.edu). For technical assistance with your application, please call (855) 524-5627.

Please note: This is initially a self-screening system. We recognize that our application process can be lengthy, so before you begin, please read all of the stated requirements to determine if you meet them. Applicants must meet all of the stated minimum/special qualifications and additional requirements to be considered for this position. Based on your responses to the qualifying questions, the system may automatically screen you out from further consideration.

Required documents must be provided at the time of application. Please remove any personal information such as photographs, date of birth, gender, social security number, and other protected information from your documents. Documents containing protected information will be considered incomplete. Incomplete applications will not be considered.

Positions are subject to budget consideration and approval. For the candidate who is hired into this position, salary placement will be based on guidelines in the handbook or association agreement (as applicable) to assess education and experience. For this reason, please be sure to include everything in your application that you want the college to consider towards placement.

Clackamas Community College participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization. This information is kept completely confidential, is obtained only after a candidate is hired, and will not be used to pre-screen any job applicant.

The college does not sponsor employees in the visa application process if they intend to use this as their means to work in the United States. This means that all required work visas must be in place and supported by appropriate evidence to be employed by Clackamas.

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**REASONABLE ACCOMMODATION STATEMENT:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

*This job description is a general description of essential job functions. It is not intended as an employment contract nor is it intended to describe all responsibilities, skills, effort, or work conditions associated with the job someone in this position would perform. All employees of Clackamas Community College are expected to perform tasks as assigned by Clackamas Community College supervisory/management personnel regardless of job title or routine job duties.*

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**VETERAN'S PREFERENCE STATEMENT:**

Applicants are eligible to use Veteran's Preference when applying with Clackamas Community College in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will only be given if the applicant meets the minimum qualifications and any special qualifications for the position and electronically attach the required documentation at the time of application.

**DOCUMENTS REQUIRED:**

- MEMBER COPY 4 of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) – OR – Letter from the US Dept. of Veterans Affairs indicating a non-service connected pension.
- Disabled Veterans must also submit a copy of their Veterans disability preference letter from the Department of Veterans Affairs.
  - You can request copies of your military service record through the National Archives website at: <http://www.archives.gov/veterans/military-service-records/>

For information regarding Veteran's Preference qualifications, visit the following website: <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.clackamas.edu>

Position #1920-00063  
MEDICAL ASSISTANT INSTRUCTOR & PROGRAM DIRECTOR  
AS

19600 Molalla Avenue  
Oregon City, OR 97045  
503-594-3300

[hr@clackamas.edu](mailto:hr@clackamas.edu)

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### **Medical Assistant Instructor & Program Director Supplemental Questionnaire**

- \* 1. Please select the response from below that most closely matches your highest level of education as it relates to this position.
- ☐ I have not received a High School Diploma or GED.
  - ☐ I have a High School Diploma or GED.
  - ☐ I have completed some college coursework but have not received a degree.
  - ☐ I have an Associate's degree from an accredited institution.
  - ☐ I have a Bachelor's degree from an accredited institution.
  - ☐ I have completed some graduate coursework but have not received a degree.
  - ☐ I have a Master's degree from an accredited institution.
  - ☐ I have a Doctorate degree from an accredited institution.
- \* 2. Please select the response from below that most closely matches the extent of your professional experience as it relates to the position.
- ☐ I do not have any professional experience.
  - ☐ I have more than six months but less than one year of professional experience.
  - ☐ I have one year but less than two years of professional experience.
  - ☐ I have two years but less than three years of professional experience.
  - ☐ I have three years but less than four years of professional experience.
  - ☐ I have four years but less than five years of professional experience.
  - ☐ I have five or more years of professional experience.
- \* 3. Please select the response from below that most closely matches the extent of your teaching experience.  
Please note: To receive full consideration, your application must clearly support your response.
- ☐ I do not have any teaching experience.
  - ☐ I have six months but less than one year of teaching experience.
  - ☐ I have one year but less than two years of teaching experience.
  - ☐ I have two or more years of teaching experience.

\* Required Question