

**HAMPDEN COUNTY SHERIFF DEPARTMENT
CORRECTIONAL CENTER
MAIN INSTITUTION
627 RANDALL ROAD, LUDLOW, MA 01056**

FULL-TIME MEDICAL ASSSITANT



The HCSD is seeking a highly motivated and energetic full-time Medical Assistant who will be responsible for assisting the staff nurse in daily nursing duties. This includes, but is not limited to, maintaining adequate supplies, maintain complete and accurate records and statistical data, filing as appropriate, telephone triage, and assisting the staff in accordance with prescribed policies and procedures.

Qualifications: Minimum three (3) years' experience in the Emergency Room, Acute Care or Ambulatory Care Settings; Medical Assistant Certification or Registration required. CPR and AED Certified. Ability to organize assignments, develops and maintains accurate documentation, and communicates effectively, both verbally and in writing. Ability to demonstrate experience utilizing Universal Precautions and sterile technique. Valid Driver's License with known and accessible phone number.

Starting Salary: \$44,540.36 Annually

Benefits: Commonwealth Program

Work Schedule: Monday – Friday; 9:00am – 5:00pm

**Send resume and cover letter to:
Hampden County Sheriff's Department
Human Resources Office
627 Randall Rd.
Ludlow, MA 01056-1079**

Applicant subject to background investigation, drug screening and medical clearance.

The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.

December 5, 2018