

**JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT**

POSITION: Medical Office Assistant

PURPOSE: Provide assistance to the Nursing Supervisor

DEPARTMENT: Vidant Duplin Hospital, Kenansville, NC – Volunteer Services

CONTACT PERSON: Sholanda Moore/On-Campus
Nancy Pate/Off-Campus

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/ RESPONSIBILITIES:

1. Answer phone and nurse call system.
2. Make sure patient over-bed tables are clear and clean for meals, assist some patients with
3. Greet patients, families and visitors.
4. Pick up patients from admissions, bring to designated floor.
5. Transport patient down to their transportation.
6. Keep supplies stocked.
7. Take lab specimens to lab.
8. Keep waiting area clean, monitor patient rooms to be sure visitors are comfortable and welcome.
9. Monitor patients in waiting room. If concerned, confer with Triage Nurse.
10. Transport patient to their destination.

JOB QUALIFICATIONS:

1. Must be able to maintain confidentiality.
2. Must have a pleasant personality and enjoy contact with patients, visitors and staff.
3. Must be able to remain calm in times of stress.
4. Must be able to read, write, hear, and speak clearly/good communication skills.

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 11.50 per hour

HOURS PER WEEK: 10

APPLICATION INSTRUCTIONS: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Request application forms from the Financial Aid/Admissions Office.

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