

Clinical Assistant (LPN or CMA)



Pine Technical &
Community College
Community Job Board

COMPANY NAME

**Welia Health,
Rotating between
Pine City, Hinckley, and Mora MN**

DESCRIPTION

Provides and prioritizes patient care in a clinic setting under the supervision of RNs and medical providers. Responsibilities include collecting patient information, administering medications, obtaining vital signs, preparing patients and exam rooms, assisting providers during visits, completing provider orders, and maintaining infection control and safety standards. Ensures accurate documentation, supports quality assurance initiatives, and provides age-appropriate care for patients across all age groups. When assigned scribe duties, documents provider services, enters orders as directed, verifies verbal orders, and maintains accurate electronic medical records using secure login procedures.

QUALIFICATIONS

- Ability to provide patient care under RN and provider direction
- Knowledge of clinical procedures, patient assessment, and medication administration
- Experience obtaining vital signs and gathering patient data
- Ability to prepare exam rooms and maintain supplies and cleanliness
- Understanding of infection control, safety practices, and quality standards
- Ability to assist medical providers during patient care activities
- Knowledge of electronic medical records (EMR) systems
- Strong documentation and medical terminology skills
- Ability to perform medical scribe duties, including provider documentation and order entry
- Ability to care for patients across the lifespan (neonates through geriatrics)
- Ability to follow professional standards, policies, and accreditation requirements
- Strong communication, organization, and attention to detail skills

CONTACT INFORMATION

HR@Welia.org

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