

# Clinical Assistant



Pine Technical &  
Community College  
Community Job Board

## COMPANY NAME

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

## DESCRIPTION

Provides and prioritizes patient care in a clinic setting under the direction of RNs and medical providers. Responsibilities include collecting patient data, administering medications, obtaining vital signs, preparing patients and exam rooms, assisting providers with procedures, completing medical orders, and maintaining accurate electronic medical records. Ensures compliance with infection control, safety, quality assurance, and accreditation standards. Provides appropriate care, education, and evaluation for patients of all ages. When assigned scribe responsibilities, accurately documents provider services, enters and verifies orders as directed, and maintains confidentiality and proper EMR access.

## QUALIFICATIONS

- Experience providing direct patient care in a clinical setting
- Knowledge of patient assessment, vital signs, medication administration, and clinical procedures
- Ability to assist healthcare providers during patient visits
- Proficiency with electronic medical records and clinical documentation
- Strong attention to detail and accuracy in medical recordkeeping
- Knowledge of infection control, safety procedures, and quality improvement practices
- Ability to prepare, clean, organize, and maintain exam rooms
- Understanding of age-specific care needs from neonatal to geriatric patients
- Ability to follow provider instructions and complete medical orders accurately
- Experience or ability to perform medical scribe duties, including documentation and order entry
- Strong communication, organization, and teamwork skills

## CONTACT INFORMATION

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