



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

(Internal / External)

Department: Lake County Health Department, 2900 W. 93rd Avenue, Crown Point, IN 46307

Position: Lead Exposure Prevention Medical Assistant **(HFI-Health First Indiana)**

Classification: Full Time

FLSA: Non-Exempt

Direct Reports: Public Health Nursing Supervisor

Salary: \$35,425

Duties and Responsibilities

- Screen children for possible lead exposure
- Schedule appointments for lead testing and home visits
- Perform data entry
- Clean exam rooms
- Answer phone calls
- Investigate and follow-up residential sites and assist in conducting lead risk assessments
- Obtain Indiana Department of Health lead case management and risk assessment certification

Skills and Qualifications

- Pass a minimum of one exam from the National Commission for Certifying Agencies
- 2+ years of working in a healthcare field
- Strong verbal and written skills
- Superior custom service skills
- A level of professionalism
- Spanish speaking preferred

Education Requirements

- Valid Medical Assistant Certificate
- High school diploma or GED

All Resumes and applications must be sent to the Human Resources Department of Lake County

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Application are located on the 3rd floor of Government Center in the Human Resources