



## VACANCY ANNOUNCEMENT PEACE CORPS MEDICAL ASSISTANT

OPEN TO: All Interested, Qualified Candidates

POSITION: **PEACE CORPS MEDICAL ASSISTANT**

DUTY STATION: Rabat,

TARGET START DATE: August/September 2021

SALARY LEVEL: An annual gross salary of 252 016 MAD (negotiable within a pre-determined range based on selected candidate's verifiable salary history and experience), based on 40-hour work week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable withholdings will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

**DEADLINE FOR APPLICATIONS: Saturday, April 3, 2021**

### POSITION SUMMARY

The United States Peace Corps seeks a qualified individual to serve as a contracted **PEACE CORPS MEDICAL ASSISTANT (PCMA or MA)**. The target start date for the selected candidate will be August/September 2021 (subject to candidate's background clearance process). The selected candidate for the PCMA position will be located at the Peace Corp Morocco Health Unit (HU) in Rabat and is responsible for the administrative and organizational aspects of the provision of medical care to Peace Corps Volunteers (PCVs) serving in Morocco. The PCMA is responsible for providing administrative support; volunteer support; and to the extent credentialed, clinical support, including but not limited to: working as the health unit receptionist, actively assisting the Peace Corps Medical Officers (PCMOs) in clinical care\*, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMOs. The position is backed up by the administrative assistant for non-clinical duties. The PCMA must maintain strict medical confidentiality when dealing with all oral or written medical information related to volunteers and trainees. The PCMA works under the guidance of the Peace Corps Medical Officers (PCMOs) and reports to the Country Director (CD) for administrative issues. \* *Clinical duties will be performed with clinical oversight by the PCMOs and only as approved by the Medical Director through the Peace Corps Credentialing Committee/Office of Health Services (OHS).*

The PCMA will have a typical work schedule of 8:00 am to 5:00 pm, with a one-hour lunch period, Monday – Friday. Work schedules will be established to meet Peace Corps' operational needs and provide effective support to volunteers. The PCMA is also expected - or may be required - to be available on an ad hoc basis with the performance of his/her duties outside of normal office hours, or to assist the PCMOs during any emergency or other situations that require the PCMA's assistance.

*(\*During the current COVID-19 situation and until further notice, Peace Corps is following the Peace Corps' work schedule and safety protocols, including some teleworking hours. The work schedule will be subject to adjustments as the COVID-19 situation evolves and as may be required to meet Peace Corps' operations.)*

*(\*\*Peace Corps Personal Service Contractors [PSCs] must follow all workplace health and/or safety rules indicated for their position specified in a Peace Corps policy/policies – including complying with any medical and/or training requirements the policy/policies specify.)*

***One or more candidates may be selected from this advertisement, based on need and availability of funding.***

**MAJOR DUTIES & RESPONSIBILITIES (A full description of all duties will be listed in the PCMA's Statement of Work):**

**Support to the Health Unit**

The Medical Assistant coordinates responsibilities directly with the PCMOs. The MA must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and administrative skills.

**Clinical Support**

- ♦ Performs a variety of non-invasive routine clinical and technical services under the supervision of the PCMOs, which may include clinical tasks such as taking vital signs, administering immunizations, performing laboratory tests, etc. These privileges must be approved by the Medical Director/OHS. Supervising PCMOs are responsible to ensure that MAs perform appropriate health care services. Even under supervision, MAs are not allowed to assist with or perform any unapproved services.
- ♦ Responsible for sterilization of equipment.
- ♦ Serves as chaperone for PCMOs during PCV medical examinations and procedures.

**Administrative Support**

- ♦ Screens phone calls and takes messages when PCMOs are unavailable.
- ♦ Places and returns telephone calls for the Health Unit, including scheduling, modifying, and canceling appointments in coordination with PCVs, PCMOs, and others (including consultants and laboratories).
- ♦ Follows-up on outstanding consultant and laboratory reports, ensuring this information is relayed to the PCMOs for review.
- ♦ Drafts correspondence such as letters, memos, and fax covers, etc. at the request of the PCMOs to consultants, PCVs, laboratories, hospitals, etc.
- ♦ Routes incoming correspondence to PCMOs, stamps and files correspondence.
- ♦ Utilizes PCMEDICS to assist the PCMOs and backup provider in the documentation and delivery of PCV health care, and to document clinical care given as trained.
- ♦ Responsible for scanning, labeling, uploading and filing all documents into PCMEDICS after PCMO review and signature, also ensures that three PCV identifiers are on each page of each document.
- ♦ Prepares envelopes and packages, including laboratory samples and medical supplies, to be sent to PCVs, training sites, and other destinations, and forwards them to the appropriate administrative staff for delivery.
- ♦ Responsible for photocopying health forms, medical presentation materials and other related documents.
- ♦ Responsible for requesting office supplies and materials for use in the Health Unit.
- ♦ Regularly updates the list of medical facilities and medical service providers under the instruction and oversight by the PCMOs.
- ♦ Assists PCMOs in reviewing the Volunteer Health Handbook given to PCVs during Pre-Service Training (PST). Updates medical facilities and medical providers' addresses, contact information, and any other information required in this Handbook.
- ♦ Manages the health information materials in the Health Unit available to PCV, stocking brochures, pamphlets and books. Keeps a detailed list of any books and/or media materials loaned out.
- ♦ Responsible for receiving and registering all medical bills submitted by PCVs and local medical service providers. Submits bills to PCMOs for approval, verifying name of PCV, date of services rendered, and that all billed services were requested by the PCMOs.
- ♦ Keeps updated files of all medical bills presented by PCVs and others.
- ♦ Maintains Volunteer database with up-to-date information regarding PCVs out of site for medical purposes.

- ♦ Uploads PCV passport face pages and visa pages into PCMEDICS, monitoring regularly to assure accurate and current information.
- ♦ Travels to volunteers' sites or other locations in Morocco - as may be required – to support Peace Corps Pre-service Training and other events throughout the year.

### **Medical Supply Duties**

- ♦ Maintains internal medical inventory for the medical unit, ensuring an adequate supply of disposable materials and keeping PCMOs informed.
- ♦ Responsible for updating internal medical inventory system (as determined by the PCMOs) when medication/supplies are delivered, dispensed and destroyed.
- ♦ Assists the Acceptance Point Clerk (APC) when medical supplies are received.
- ♦ Provides documentation to the Medical Supply Inventory Control Clerk (MSICC) on receiving, dispensing and disposing of specially designated medications and controlled substances.
- ♦ Keeps an accurate control of the expiration dates of all medicines and alerts the PCMOs of upcoming expired medications. Removes expired items from the pharmacy and logs all items scheduled for disposal.
- ♦ Responsible for organization and shelving of Health Unit supplies.
- ♦ Assists PCMOs with PCV medical supply requests.
- ♦ Prepares draft orders for medical supplies, with PCMO guidance, based on needs, historical data, and inventory availability. Assists the PCMOs in ordering medical supplies from PC/HQ and local/regional vendors.
- ♦ Maintains files, according to fiscal year, of all ordering, receiving and dispensing documents in compliance with Technical Guideline 240: Medical Supplies and Equipment.
- ♦ Assists PCMOs in the monitoring of the medical supplies budget.

### **Respiratory Protection Program (RPP)**

The Contractor is required to follow any workplace health and/or safety rules indicated for their position specified in a Peace Corps policy/policies (whether implemented under a Peace Corps Manual or Procedures/Program thereunder, Interim Policy Statement, a Medical Technical Guideline, a Peace Corps Headquarters official notice, and/or a Post-specific Policy or Management Notice) – including complying with any medical and/or training requirements the policy/policies specify.

### **Safety and Security**

Every Peace Corps Morocco staff member has duties and responsibilities directly or indirectly associated with Safety and Security. The duties and responsibilities of the Medical Assistant, include, but are not limited to, the following:

- ♦ Per Peace Corps Manual Section 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan and their responsibilities in the event of an emergency.
- ♦ Serves as a duty officer on occasion, for the post non-medical duty phone, participating in the PC office duty officer rotation system.
- ♦ Is available for duty on a 24-hour basis, in order to respond to medical emergencies or other events involving volunteers. Will be expected to work additional hours as needed, including holidays or weekends, to assist with the coordination & support of the PCMOs and Peace Corps Morocco health unit during extraordinary events requiring the Medical Assistant's support.

### **Occasional Money Handler**

- ♦ May be designated a sub-cashier after approval by OCFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management and Operations (DMO), proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced,

and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

### **MINIMUM REQUIRED QUALIFICATIONS**

**Education:** Required to have a minimum of a recognized Nursing degree.

**Prior Work Experience:** Minimum two (2) years of progressively responsible, related medical/health work experience - in the medical or healthcare sectors. Experience must include a basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.

**Computer skills:** Working proficiency with Microsoft Office (Word, Excel, PowerPoint, etc.) and have the ability to learn and effectively utilize other Peace Corps internal systems, including PCMEDICS.

**Language Proficiency:** Possess an excellent (high – advanced) level of verbal/written English fluency to effectively support English-speaking volunteers. Also - if not an Arabic (Darija) speaker – the PCMA alternately will be required to have an advanced level of verbal/written French proficiency to effectively communicate with Moroccan healthcare professionals (e.g. doctors, nurses, pharmacists, etc.)

**Status/Minimum Requirement:** Either a citizen of Morocco or residing in Morocco at the time of application with required valid residency and work permit for Morocco. The Peace Corps may give first preference to Moroccan citizens.

### **OTHER DESIRED ABILITIES AND SKILLS**

- Must exhibit good judgment, courtesy, respect, tact and the proper protocol when interacting with Peace Corps' trainees, volunteer, staff, volunteers, vendors, visitors and other members of the public. Must possess a positive attitude with the skills and knowledge to perform the job under general instructions with limited direct oversight. Demonstrate a genuine spirit of teamwork with a positive attitude, personal flexibility and excellent work ethic to support the Peace Corps mission.
- Possession of a valid driver's license with three or more years of actual, practical driving experience is desirable
- Experience working with Americans or other foreigners in a medical context

### **ATTENTION ALL APPLICANTS - IMPORTANT REQUIREMENTS – READ CAREFULLY**

**For consideration, all applicants must follow and complete the instructions below:**

**Include and confirm in their Resume/CV** that they:

1. Have a **minimum** of two (2) years of relevant experience in the medical or healthcare sectors – so this is clear to the evaluators when reviewing CVs/Resumes
2. **Indicate in their CV/Resume** if they are either a) a **Moroccan citizen** or, if a non-citizen b) **currently residing in Morocco with valid residency and work permit** for Morocco
3. **Indicate/describe** in their Resume/CV their level of verbal/written English proficiency (for example: beginner, intermediate, advanced – or other commonly-understood proficiency measure)
4. **In addition** to the English requirement above, if the applicant **is not** a Moroccan (Arabic/Darija speaker) - **indicate/describe** on your Resume/CV your level of verbal/written French proficiency (for example: beginner, intermediate, advance – or other commonly-used measure.
5. *\*English and French language proficiency may be tested at a later stage as part of the review process for any candidates selected for interviews.*
6. **Describe** in their CV what types of computer skills you possess and your **level of working proficiency in these applications.**

7. Submit a brief Cover Letter and Resume/CV in English. These must be type written.
8. Submit all materials by the **closing deadline of 3 April 2021**

Applicants who do not provide the required information on their Resume/CV will not eligible for further consideration.

**PEACE CORPS' SELECTION AND HIRING PROCESS WILL BE CONDUCTED AS FOLLOWS:**

- A. Peace Corps will evaluate resumes.
- B. Peace Corps will then select various candidates and ask them to provide verification of 1) their Moroccan citizenship or valid residency/work status in Morocco and 2) verification of their valid, recognized Nursing degree. Subject to the PCMOs preliminary evaluations, applicants may also be given further verbal and/or written assessments of their level of written/verbal English proficiency (and French if the candidate is not a Moroccan) or other practical tests to evaluate the candidate's demonstrated knowledge/skills with healthcare or medical procedures.
- C. Short-listed candidates will be invited for a personal interview.
- D. A final candidate will be selected and notified of Peace Corps' hiring decision.  
*(Note: The award of a contract to the selected candidate, and their actual start date, will be contingent on a favorable background check and process.)*

Both Cover Letter and Resume (CV) must be type written in English emailed by closing deadline to:

[Moroccojobs@peacecorps.gov](mailto:Moroccojobs@peacecorps.gov)

**Please include the title of the position for which you  
are applying in the subject line of your email.**

*Due to the high volume of applications received, we will only contact applicants who are being considered. All experience, skills and qualifications will be verified. Award of a contract is contingent on a favorable security background check.*

*The United States Peace Corps is an Equal Opportunity Employer.*