



MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

Project Assistant Position Description

Reports to: Pioneer Memorial Clinic Director
Irrigon Medical Clinic Director

Classification: PCPS
Department: Clinics

Job Summary

The Clinic Project Assistant will work under the direction of the Clinic Director and assist all departments with special projects.

Essential Functions:

- Works in partnership with the all clinic staff to assist in implementing special projects and following thru to finish.
- Meets regularly with the Clinic Director. Attends clinic staff meetings, required in-services, and educational programs if requested.
- Other duties as assigned by the Clinic Director.

Additional Skills, Knowledge and Abilities:

- Ability to work effectively and independently with all levels of clinical and administrative staff within the District and with community partners.
- Demonstrated understanding and appreciation for diverse cultures.
- Good decision-making skills and the ability to act autonomously, communicate effectively, and manage frequent variation in workload and time management.
- Ability to concentrate on detail with constant interruptions and be able to prioritize jobs.
- Good interpersonal skills and the ability to communicate clearly orally and in writing. Maintain a professional, pleasant attitude to coworkers and patients.
- Basic office and computer skills.
- Good organizational skills.

Working Conditions:

- Must have adequate vision, hearing, and manual dexterity to perform duties.
- Must be able to safely lift up to 25 lbs.
- Excessive sitting, walking, bending, stooping, standing.
- Subject to infectious diseases, substances, odors, hostile and emotionally upset patients & family members, etc. throughout the work day.
- Occasional exposure to blood, body fluids, infection waste, hazardous materials, noise.

Application Process

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume

- Cover Letter

I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.

Signature of Employee

Date