

JOB POSTING

Position: Medical Assistant I

Date of Posting: 11/4/11

Work Area: Clinic

Position Summary:

The Church Health Center has an opening for a full time Medical Assistant in its Primary Care Clinic. The overall purpose of the Medical Assistant is to provide direct patient care by conducting initial patient screenings and providing assistance to clinic physicians as directed. This position is best suited to those applicants with experience working in a high volume fast paced environment. Time management skills are essential to facilitate an efficient flow of patients in the clinic with respect to physician schedule.

Only those resumes that meet the following position criteria will be reviewed for consideration

JOB DESCRIPTION

Essential Functions:

The Medical Assistant will perform a variety of tasks that can include:

- Initial patient screening (pulse rate, temperature, blood pressure, weight, height, etc.)
- Perform lab tests of patient samples (blood, etc.) and diagnostic testing as directed by physician
- Assume responsibility of programs related to acute care services, women's services, Immunizations, insulin instruction, etc

Education/Experience Requirements:

The following is required:

- A high school diploma or GED
- Certification from an approved Medical Assisting program
- A minimum of two years continuous experience as a Medical Assistant

Special Skills & Knowledge:

To perform this job successfully, candidate should have the following:

- Good computer skills
- Excellent communication (written and verbal) and interpersonal skills
- Ability to properly utilize time management skills and prioritize tasks
- Have a good working knowledge of lab procedures and diagnostic testing
- X-ray/Casting certification is strongly preferred for this position
- Attention to detail and high level accuracy in relation to assessment, distribution of medication, And test administration
- Willingness to assist other staff members with duties when needed to maintain efficiency of clinic operations

APPLICATION INSTRUCTIONS

Send resume in PDF format as an email attachment to:

paulsenc@churchhealthcenter.org Type "M.A." in subject line

Employment process includes a background screening

- Please do not contact the clinic or Human Resources to determine status of your resume. An HR representative will contact you if we would like to interview you