

**T.H.E. Health and Wellness Centers**  
**Job Description**

**Position:** MEDICAL ASSISTANT  
**DEPARTMENT:** Medical Unit  
**STATUS:** Full-Time, Non-Exempt

**POSITION SUMMARY:** Under the direction of the Supervisor of Medical Assistant. The Medical Assistant offers assistance to the providers for necessary patient care services within the scope of the clinic.

**Essential Duties and Responsibilities:**

- Greets all patients in a professional and friendly manner.
- Takes vital signs of patients: height, weight, blood pressure, indicates reason for visit, brief review of medical history and prepares patients for examination by provider.
- Obtains records and performs indicated “in-house” lab tests, immunization, hem-occult and any other tests as ordered by a provider. Obtains results for providers when necessary.
- Performs Rapid HIV testing.
- Performs EKG’s as ordered by a provider.
- Completes necessary document accurately for all lab work.
- Provides assistance to provider during physical examination and/or specialty procedures as needed.
- Completes & enters data into patient’s records and submits all forms in a timely manner.
- Maintains medical unit supplies in laboratory and exam rooms.
- Attends and participates in meetings as required.
- Other duties as assigned.

**Education and Qualifications**

- High School Diploma or equivalent
- Certification in Medical Assistant
- Certification in CPR
- Phlebotomy Certification a plus
- Minimum one year of Medical Assistant experience
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Ability to work independently and a self-starter with minimal supervision
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred