Watts Healthcare Corporation takes pride in the dedication and contributions made by its workforce towards the preservation of health and the protection of life for all residents of the community and throughout Los Angeles’ neighboring counties. **We offer tuition assistance, pension and retirement and a rich benefit package for our full-time employees.**

**Primary Responsibilities:**

- Provide comprehensive medical assistant patient care as part of a medical team to support the main clinic and other departments as needed.
- Accurately input data into electronic health record system.
- Ensure patient rooms are clean and adequately prepared for use.
- Other duties as assigned.

**Key requirements:**

- High school or equivalent.
- Completion of a State approved program for medical assistants.
- Back and Front Office experience.
- Fully fluent in English/Spanish.