

NOW HIRING!!!

Position: Medical Assistant

Salary: \$15.50 to \$19.00/hr

(overall comparable work experience)

Position Status: Full-Time /Non-Exempt (40hrs/wk)

Job Location: San Fernando Valley Region - North Hills, CA



**Mission City
Community
Network, Inc.**

"A Community Health Network"

Mission City Community Network, Inc. is a non-profit organization of multiple clinics operating as a Federally Qualified Health Center. We are dedicated to serving low income families in the San Fernando Valley, San Gabriel Valley, Los Angeles and San Bernardino areas. We are committed to providing high quality care in the following areas: Adult, Pediatrics, Women's Health, Dentistry, Health Education, and Mental Health.

We are seeking a **Medical Assistant II or III** for our Sepulveda Clinic in San Fernando Valley Region (incl. other clinic sites, as deemed necessary)

Medical Assistant must be professional, outgoing, and friendly team member with ability to multi-task. Must be RELIABLE, HARDWORKING, AND ABLE TO FOLLOW DIRECTIONS. Must be willing and able to work a varied and flexible schedule to accommodate the needs of MCCN and its patients. Must maintain or exceed competency levels as established by corporate standards for clinical practice. Must have basic computer skills with knowledge of medical terminology.

Essential Functions, includes but not limited to:

- Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
- Maintains operations by following policies and procedures; reporting needed changes.
- Contributes to team effort by accomplishing related results as needed.
- Promptly and courteously answering phones and directing calls as appropriate. Take messages and distribute if necessary.
- Assigned to a Primary Care Provider to process patient.
- Vitaling, venipuncture, injections, tray set-up, assisting providers as needed
- Translation of Spanish to English
- Able to function with minimal supervision, track Referrals, Abnormal Labs, ensure proper scheduling of patients office visits: annual h&p, vaccines, women's health, etc.
- Ensure patient check in / out is flowing accordingly
- Telephone and in-person screening limited to intake and gathering of information and follow-up
- Front office appointment scheduling, verifying insurance/program eligibility and

- other duties deemed necessary
- Obtaining vital signs & recording patient history
- Preparing and Maintaining examination and treatment areas (ex: sterilization)
- Preparing and Assisting with routine and specialty examinations, procedures and treatments
- Maintaining and Administering vaccines
- Assist and Administer Electrocardiography (EKG)
- Ensuring proper collection of specimens: bloodwork, urinalysis, etc
- Other duties as assigned
- Qualifications and Skills

Qualifications:

- Bilingual (English/Spanish), required .
- High School Diploma from a WASC accredited School. (GED not accepted)
- California Certified Medical Assistant (CCMA), preferred
- Minimum 2+ year experience as a Medical Assistant in a medical outpatient clinic setting (*required)
- Knowledge of Health Plans; Medical, CHDP, CovCA, MHLA, etc
- Must have current driver license, insurance and own reliable transportation
- ***Willing to assist in coverage at other Clinics, as deemed necessary by organizational needs***

Eligible for benefits: Vacation, Sick, Holiday pay, and all other benefits mandated by law.

To Apply:

Please email your resume/CV and cover letter, including salary requirements to hr@mccn.org or fax 818-998-3579.

MCCN is an Equal Opportunity Employer