



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

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

**Essential Duties and Responsibilities:**

1. Greets all patients in a professional and friendly manner.
2. 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.
3. 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.
4. Performs Rapid HIV testing.
5. Performs EKG’s as ordered by a provider.
6. Completes necessary document accurately for all lab work.
7. Provides assistance to provider during physical examination and/or specialty procedures as needed.
8. Completes & enters data into patient’s records and submits all forms in a timely manner.
9. Maintains medical unit supplies in laboratory and exam rooms.
10. Monitors medical equipment, immunization and other medical solution expiration dates.
11. Keeping all required binders up to date weekly and monthly.
12. Attends and participates in training/meetings/ audits as required.
13. Comply with Medical Unit Policies and Procedures
14. 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 required

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.