Job Announcement

Medical Assistant

Are you looking for an exciting opportunity to assist underserved populations in gaining access to the quality health services they deserve?

Achievable Health's mission is to provide high-quality healthcare to our community, with a specialty in treating individuals with intellectual and developmental disabilities and their families.

SALARY: $22.00 - $24.00, DOE.

JOB SUMMARY

Reporting to the Health Center Manager the Medical Assistant will be responsible providing front and back office support in a community health center whose emphasis is delivering healthcare to individuals with developmental disabilities and other vulnerable communities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Perform direct patient care that falls within the Medical Assistant Scope of Practice.
- Take medical history, vitals, and document patient complaints in an electronic medical record in a timely manner.
- Escort patients to exam room and conduct the necessary preparation prior to the medical exam.
- Assist provider as needed during the examination and treatment of the patient.
- Relay any instructions the provider has left for the patient.
- Provide translation services when needed.
- Operate electrocardiogram (EKG) and other equipment to administer routine screening tests.
- Give subcutaneous, intradermal and intramuscular injections and inhalation treatments under the close supervision of a licensed practitioner.
- Collect blood and other specimens then log and route them for testing.
- Maintain the safety, comfort, and privacy of the patient.
- Maintain confidentiality and security of Protected Health Information
- Keep rooms stocked, clean, and neat at all times.
- Dispose all contaminated supplies
- Clean and sterilize equipment and consistently adhere to infection control policies and procedures.
- Inventory and place order requisitions for needed supplies.

- Perform front office duties such as greeting, verifying eligibility, checking-in and scheduling patients.
- Other duties as assigned.

QUALIFICATIONS

- Medical Assistant certificate as well as demonstrate having received the necessary instruction in Venipuncture, EKG, and Vital Signs.
- Current CPR card.
- Knowledge of medical terminology and basic anatomy.
- Ability to perform visual acuity tests as well as other basic screening tests.
- Knowledge of a family practice setting.
- Knowledge of computer applications and be able to type at a moderate speed; knowledge of an electronic health record, a plus.
- Strong communication skills both verbal and written are required.
- Basic understanding of private and public health plans.
- Basic understanding of ICD-10 and CPT coding. Working knowledge of the various programs such as VFC, CHDP, CPSP, FPACT, and PE, strongly preferred.
- Must be able to interact with people of various socioeconomic status.
- Deliver excellent customer service while interacting with patients, their caregivers and other Achievable guest.
- Must be bilingual English/Spanish.

BENEFITS

We offer a comprehensive benefits package designed to support our employee's well-being and professional growth. The benefits include:

- Competitive Salary: We provide a salary that is competitive within the industry
- Medical, Dental and Vison and Life Insurance: We pay 100% of premiums for employees
- 403B Retirement Plan: Our employees can take advantage of a 403B retirement plan to help them plan for their future
- Paid Time Off: We provide vacation (2 weeks), sick (2 weeks), Holidays (12 ½ days) to support work-life balance and overall well-being
- Additional Benefits: We offer additional benefits that contribute to a positive and rewarding work environment

We strive to provide a comprehensive benefit package that meets the needs of our values employees

Interested candidate should send cover letter and resume via email to employment@achievable.org. Please be sure to include the job title in the subject line.

Please visit our website: https://achievable.org/contact-us/join-our-team/

Achievable is an Equal Opportunity Employer

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