APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance*
- *Vision Insurance*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

This is a great opportunity to make a difference!

Requisition #: 51597
Status: Full-time, Non-Exempt
Schedule: Monday – Friday, 8AM – 5PM
Onsite or Hybrid: Onsite
Bilingual (English/Spanish): No

This position will pay $26.37 - $29.68 hourly. Salary is commensurate with experience.

POSITION SUMMARY:
The Medical Assistant – HIV/STD Counselor will provide patient care services under the direction of a licensed health care provider inclusive of culturally appropriate HIV/STD services to APLA Health & Wellness patients. In collaboration with prevention program staff, the Medical Assistant – HIV/STD Counselor will work to identify HIV positive individuals who are part of our prevention programs and who are not yet linked to HIV

medical care, including newly diagnosed individuals, persons who know their HIV status but have never been engaged in care, and others who know their status and have dropped out of care to access medical care services. The HIV-STD Counselor/Medical Assistant will perform administrative front office and clinical back office duties in the medical clinic, including submitting and tracking referrals, taking vital signs, preparing examining rooms, administering medications as ordered by a licensed healthcare provider, performing phlebotomy and other technical clinical functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or has a logical assignment to this position.

- Greets and register patients when needed; assists them with completion of necessary forms; answers telephones and schedules appointments; retrieves medical files; maintains medical records and files.
- Provide pre/post test client-centered HIV counseling.
- Conduct HIV/STD risk assessments.
- Provide HIV/STD risk reduction and prevention coaching/counseling.
- Prepares treatment rooms, ensuring that rooms are neat and clean, and stocked with the necessary supplies and equipment for patient examination; maintains sanitary and sterile supplies and equipment.
- Interviews patients to obtain basic medical information and history; measures and records vital signs, height, weight and body mass index (BMI); prepares medical records for provider review.
- Performs phlebotomy to collect blood samples; collects urine and other non-invasive specimens; logs specimens for testing; performs urine dip sticks and finger-sticks for hemoglobin and glucose measurements.
- Provides counseling and rapid HIV testing to clients seeking those services.
- Maintains monthly equipment logs, i.e. Glucometer, Hemocue, and Refrigerators.
- Develop a set of focused strategies, designed to improve the linkage (and ongoing engagement) to HIV primary medical care of recently diagnosed HIV-infected persons; individuals of known HIV status who have never sought medical care and HIV-infected persons who have dropped out of care and are no longer seeking HIV medical care and treatment.
- Assists physicians and nurses in examining and treating patients; handling instruments; preparing and disinfecting treatment sites; applying and removing dressing and bandages; administers medications in accordance with providers orders; administers subcutaneous and intramuscular injections as ordered by mid-level providers and physicians.
- Assist in the preparation of reports as requested.
- Maintain HIV/STD testing records to ensure that all documentation required by funders and agency Quality Management Plan is on file.
- Carries out patient discharge processes; clarifies and provides patients with follow-up care instructions and referrals.
- Follows steps outlined in APLA Health & Wellness referral tracking policy to ensure that patients gets the referrals needed and that referrals are appropriately logged and tracked.

- Administers Cardiopulmonary Resuscitation (CPR) in a medical emergency.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:
High School diploma or GED equivalent required. Successful completion of a Medical Assistant training program in a recognized institution in accordance with standards established by the Medical Board of California. Successful completion of LA County's Division of HIV and STD Programs' HIV Test Counselor Certification required within first 90-days of hire.

Knowledge of:

1. Basic medical terminology and patient care methods and techniques.
2. Methods and procedures for performing technical clinical procedures including phlebotomy, collecting and testing urine and other non-invasive specimens, and administering injections.
3. Routine laboratory procedures.
4. Standards and methods for maintaining sterile and sanitary laboratory and examining room conditions.
5. Methods and standard procedures for the maintenance of medical records.
6. Safety policies and safe practices applicable to the work.
7. HIV infection; STD infection/treatment; HIV/AIDS prevention; psychosocial issues as it relates to HIV and STD transmission/acquisition, special issues relevant to individuals who are at risk for HIV/STD and/or living with HIV; health education and behavior modification theory; human sexuality, substance abuse, behavior change principles and strategies; effective communication skills; group dynamics; data management; general computer knowledge; community resources; health and social concerns of diverse populations such as gay and non-gay identified men who have sex with men and other genders, individuals who share injection paraphernalia, heterosexuals, women at sexual risk and transgender individuals

Ability to:

1. Interview patients effectively for the purpose of acquiring medical, social and sexual histories.
2. Risk reduction counseling to curtail the spread of HIV and other STDs.
3. Communicate effectively with people of various educational, socio-economic and cultural backgrounds.
4. Understand and follow written and oral instructions from physicians, mid-level providers and nurses and apply departmental policies, procedures and protocols applicable to work.
5. Identify and correct unsanitary conditions and maintain sterile environments.
6. Perform routine medical tests and procedures proficiently and accurately.
7. Communicate clearly and effectively, both orally and in writing.
8. Operate a computer and standard business software.
9. Maintain highly confidential personal and medical information in accordance to HIPAA regulations.

10. Exercise tact, objectivity, sensitivity and sound judgment in dealing with a variety of people in a variety of sensitive situations.
11. Establish and maintain effective working relationships with other staff members, patients and others encountered in the course of work.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:
COVID-19 Vaccination or Medical/ Religious Exemption required.

Equal Opportunity Employer: APLA Health is an Equal Opportunity Employer.

To Apply:
Visit our website at www.aplahealth.org to apply or click the link below: https://www.paycomonline.net/v4/ats/web.php/portal/A5559163F67395E0A2585D2135F98806/jobs/411130