



Position: Medical Assistant
Program: Health and Mental Health Services
Reports to: Assistant Nurse Manager
Salary: \$16.00/hr
Status: 100%, Temporary, Full-Time, Non-Exempt
Probation: N/A
Benefits: N/A

JOB SUMMARY:

The Medical Assistant serves as an integral member of the health services team by stocking and preparing supplies and equipment, providing direct care, coordinating consultations and serving as an intermediary between patients and their healthcare provider.

ESSENTIAL FUNCTIONS:

- 1) Assures that the examination rooms are always properly stocked with equipment, disposable exam materials, and ensures that each exam room is set up in the same way.
- 2) Prepares the medical record prior to each visit, assures that all test results are available for review by the clinician with each visit.
- 3) Prepares the patient for the clinical visit, including taking vital signs, prepares necessary instruments, equipment, etc as needed for the visit.
- 4) Give injections and places skin tests as directed by licensed clinical staff.
- 5) Assist in data auditing tasks;
- 6) Assists clients in completing paperwork; assists nursing staff in obtaining authorizations and referrals.
- 7) Interact in professional manner with health services staff and patients;
- 8) Use standard office machinery including personal computers in performance of duties;
- 9) The requirement to comply with OSHA, HIPAA and other applicable regulations;
- 10) Participate in staff meetings as required.
- 11) Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Ability to handle multiple tasks, be detail oriented, and maintain strict confidentiality of medical information;
- 2) Medical Assistant certification from approved training program;
- 3) Certification in phlebotomy
- 4) CPR/BLS training program
- 5) National certification preferred
- 6) Good verbal and written communication, organizational, and interpersonal skills;
- 7) Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages, and sexual orientations in a multicultural environment.
- 8) Bilingual (Spanish/English) skills desired

The L.A. Gay & Lesbian Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, Veteran Status, or age.