



Non-Exempt
January 5, 2017

JOB ANNOUNCEMENT

Position: Medical Assistant-Pediatric

Reports to: Clinic Administrator

Salary Range: Starting salary based on experience and qualifications.
(100% time – 40 hours per week)

JWCH Institute, known as Wesley Health Centers (WHC), is a Federally Qualified Health Center primary care clinic. WHC is a leader in providing health care to the traditionally underserved communities of Los Angeles County with over 25 access points across the Los Angeles basin. As an integrated model, WHC provides primary care, specialty care, oral health, behavioral health, education and outreach, enrollment services and other supportive services.

Position Description:

The Medical Assistant is under the direct supervision of the Clinic Administrator / Designee. Within the regulatory scope of practice, the Medical Assistant assists in the provision of direct patient care by performing routine patient care procedures, technical and supportive functions in the recuperative care or ambulatory clinic setting. Certain tasks may require the prior competency verification before performing.

Principal Responsibilities:

- 1. Performs routine (noninvasive) patient care functions as prescribed by licensed health care personnel following established clinic policies and procedures within defined scope of education, training and responsibilities**
 - 1.1 Collects and records patient data including height, weight, BMI, temperature, pulse, respiration rate and blood pressure, pulse oximeter, and peak flow measurement. according to established policies and procedures
 - 1.2 Collects urine, sputum and stool specimens by noninvasive techniques,
 - 1.3 Performs lab tests, including finger sticks, after appropriate training and verification of competency,
 - 1.4 Administers immunizations and all medications per provider's order after a licensed health care professional verifies the correct medication and dosage,
 - 1.5 Performs venipuncture and PPD skin placement. Documents measurement of PPD skin test and reports information directly to the provider or to the Registered Nurse
 - 1.6 Performs simple lab tests, including finger sticks,
 - 1.7 Applies/removes bandages and dressings,
 - 1.8 Applies principles of aseptic technique and infection control per policy and procedures,
 - 1.9 Consistently uses and reinforces proper body mechanics and appropriate personal protection equipment,



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1.10 Provides basic health information and education to patients using established policies and procedures,

1.11 Works with patients on self management goal as defined in the case management contract and/or under the direction of a licensed health care provider.

1.12 Ensuring all child vaccines are up to date in patient chart and CAIR national website before going in with provider.

1.13 Ensure snellen eye exams and audio exams are completed for children 3 years during Well Child Exams.

2.0 Performs routine clerical functions as assigned

2.1 Takes and routes phone calls timely and efficiently

2.2 Schedules routine and follow-up appointments

2.3 Accurately files all patients' labs, X-ray, EKG results and other documents after the provider has seen and signed off the information.

3.0 Assists medical personnel with procedures and/or diagnostic exams

3.1 Assembles appropriate equipment

3.2 Assures patient privacy at all times

3.3 Keeps patient exam rooms and work areas clean and stocked.

4.0 Documents pertinent patient information, procedures performed and patient responses, following established policy and procedures

4.1 Documents in the medical record, all patient care immediately after performing any task in the medical record,

4.2 Documents clearly - name, title "MA - medical assistant", date and time.

4.3 Documents clearly and accurately on PM 160 form

5.0 Maintains confidentiality at all times.

5.1 Discusses all patient information only with appropriate clinic personnel when related to the care being provided.

5.2 Maintains confidentiality for all documents that contain patient identifier information.

5.3 Observes and respects confidentiality of information in regards to fellow employees.

6.0 Assists in the maintenance, care and handling of medical equipment

6.1 Maintains standards of cleanliness, organization and an adequate level of supplies for the exam rooms or assigned work area

6.2 Demonstrates correct and safe technique in the use of and cleaning of equipment according to specific manufacturers' instructions and policy and procedure manual,



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- 6.3 Orders supplies as directed, and reports any outdates to the appropriate person,
- 6.4 After competency training, may perform autoclaving of supplies and instruments following manufacturer's guidelines and established clinic procedures.
- 6.5 Reports malfunctioning equipment to the manager.

7.0 Responsibility and accountability for adherence to organizational and department standards and policy.

- 7.1 Observes department guidelines concerning absences and reports absences in accordance with departmental procedures,
- 7.2 Self-identifies potentially unsafe systems/processes/situations and takes initiative to report to the supervisor,
- 7.3 Observes department guidelines to conduct personal business during breaks and lunch hour,
- 7.4 Projects a positive professional image and adheres to organizational dress code.

8.0 Participates in organizational programs/committees as assigned

- 7.1 Participates in assigned staff and other meetings, including quality improvement, case conferences and in-service meetings,
- 7.2 Participates in all safety programs, which may include assignment to an emergency response team,
- 7.3 Completes competency requirements effectively and efficiently,
- 7.4 Performs other duties and tasks as may be required or assigned.

9.0 Team Work and Interpersonal Skills

- 9.1 Demonstrates courtesy, mutual respect and compassion in dealing with others,
- 9.2 Initiates and presents positive solutions to problems,
- 9.3 Demonstrates effective working relations and works effectively as part of the team to facilitate the organization's ability to meet goals and objectives,
- 9.4 Demonstrates a willingness to accommodate requirements or changing priorities in the workplace.

10.0 Responsibility and accountability for adherence to organizational and department standards and policy.

- 10.1 Observes department guidelines concerning absences and reports absences in accordance with departmental procedures.
- 10.2 Self-identifies potentially unsafe systems/processes/situations and takes initiative to report to the supervisor.
- 10.3 Observes department guidelines to conduct personal business during breaks and lunch hour.
- 10.4 Projects a positive professional image and adheres to organizational dress code.



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Requirements:

1. High School Diploma or GED
2. Graduation from an accredited Medical Assistant school with a current MA certificate
3. Verification of appropriate hours in approved Medical Assistant course to perform venipuncture
4. Current BLS certificate from the American Heart Association
5. Two years' experience in an ambulatory clinic preferred
6. Bilingual (English/Spanish) preferred.
7. Must be able to travel to different clinic sites.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 505
Fax Number (323) 215-0170
E-Mail cespinoza@jwchinstitute.org

Closing date: Open until filled.

JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).