



**Non-Exempt  
March 22, 2017**

## **JOB ANNOUNCEMENT**

**Position:** Medical Assistant – Pasadena

**Reports to:** Clinic Administrator / Designee

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

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**Position Purpose:**

Under the supervision of the Clinic Administrator / Designee, the Medical Assistant is responsible for eligibility screening of clients, reception area duties, responding to client questions and providing information to clients of the Wesley Health Centers-Pasadena.

**Principal Responsibilities:**

1. Complete patient forms and elicit information for patient history.
2. Provide targeted HIV/AIDS Health Education/Risk Reduction and Counseling and Testing Services.
3. Obtain specimens for diagnostic testing in accord with standardized protocols and procedures.
4. Complete initial patient assessment, triage, and taking vital signs in accord with standardized protocols and procedures.
5. Assist in providing patient referrals and maintaining a log book.
6. Review charts for completion of necessary forms and directives.
7. Order educational materials, all necessary forms medical and office supplies as needed.
8. Assist the medical staff during the exam.
9. Collect and input data for reporting purposes.
10. Assist in billing.
11. Other duties as assigned.

**Requirements:**

1. Graduate of an approved medical assistant program in the state of California.
2. CPR Certificate. Training may be provided.
3. Phlebotomy certificate.
4. Experience providing guidance and counseling for persons at risk of HIV infection.
5. Strong communication and organizational skills.
6. Two years medical office/clinic experience.
7. Bilingual (English/Spanish) preferred.

**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: 508  
Fax Number (323) 215-0170  
E-Mail: [cespinoza@jwchinstitute.org](mailto:cespinoza@jwchinstitute.org)

**Closing date: Open Until Filled  
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).**