



**Non-Exempt
May 1, 2016**

JOB ANNOUNCEMENT

Position: Medical Assistant –Outreach Program

Reports to: Program Director / Designee

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

Position Purpose:

Under the supervision of the Program Director / 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 Center Outreach Sites.

Principal Responsibilities:

1. Complete patient forms and elicit information for patient history.
2. Obtain specimens for diagnostic testing in accord with standardized protocols and procedures.
3. Complete initial patient assessment, triage, and taking vital signs in accord with standardized protocols and procedures.
4. Assist in providing patient referrals and maintaining a log book.
5. Review charts for completion of necessary forms and directives.
6. Order educational materials, all necessary forms medical and office supplies as needed.
7. Assist the medical staff during the exam.
8. Collect and input data for reporting purposes.
9. Assist in billing.
10. 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. Strong communication and organizational skills.
5. Ability to travel within the downtown Skid Row and surrounding areas.
6. Two years medical office/clinic experience.
7. Bilingual (English/Spanish) preferred.

About Us:

JWCH is a Federally Qualified Health Center which operates a network of community health clinics in Los Angeles County that includes the Center for Community Health: the largest homeless health care clinic in California. JWCH provides comprehensive and integrated care including: primary care, specialty care; behavioral health, residential and outpatient substance abuse treatment, oral health care, family planning services, HIV/STD treatment/prevention, health education and outreach, and respite/recuperative care. JWCH provides these services at 14 community health centers, two school-based clinics, and three recuperative care facilities.

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: 515
Fax Number (323) 215-0170
E-Mail: cespinoza@jwchinstitute.org

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