

JOB ANNOUNCEMENT

Position: Physician Assistant

Reports to: Chief Medical Officer

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

Position Purpose:

Under the supervision of the Chief Medical Officer, the Physician Assistant is responsible for direct client care, client eligibility screening, responding to client questions and providing information to clients.

Principal Responsibilities:

1. Complete patient forms, elicit information and review patient history in accord with standards.
2. Provide direct client services by physical examination, identifying findings/diagnosis, and instituting management/treatment plan for clients.
3. Obtain patients' vital signs and specimens for diagnostic testing by means of venipuncture of skin in accord with standardized protocols and procedures.
4. Assist in providing patient referrals and maintaining a logbook.
5. Review charts for completion of necessary forms and directives.
6. Orders and reviews diagnostic tests as indicated by client histories and/or assessments.
7. Provides information and education related to client care and treatment, as indicated.
8. Seeks consultation and/or plans proper referral, as indicated.
9. Order educational material, all necessary forms, medical and office supplies as needed.
10. Assist the medical staff during the exam.
11. Identifies problems areas in clinic flows, training needs, and lack of cooperation and communicates them to the Clinical Supervisor or Program Manager.
12. Collect and input data for reporting purposes.
13. Assist in billing.
14. Provide services at two clinic sites.
15. Maintains current knowledge by participation in training sessions, symposiums, didactic courses, etc.
16. Performs other duties, as assigned.

Requirements:

1. Graduate of an approved Physician Assistant program in the state of California.
2. Current California Physician Assistant License
3. CPR Certificate. Training may be provided.
4. Phlebotomy certificate.
5. Two years medical office/clinic experience.
6. Ability to travel from site to site as needed.
7. Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural background.
8. Strong communication and organizational skills.
9. Bilingual (English/Spanish) a plus.

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**



Exempt
March 2018

Attn: Human Resources Department
Job Code: 540
Fax Number (323) 215-0170
E-Mail cespinoza@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).