

JOB ANNOUNCEMENT

Position: Medical Assistant-Mobile Medical

Reports to: Clinic Administrator/Designee

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

Position Purpose:

The Medical Assistant is under the direct supervision of the Clinic Administrator / Designee. This position will be working as part of a street medicine team, therefore working on a mobile medical unit as well as within a clinic setting. Flexibility and adaptability are essential. 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 mobile and/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,
 - 1.10 Consistently uses and reinforces proper body mechanics and appropriate personal protection equipment,
 - 1.11 Provides basic health information and education to patients using established policies and procedures,
 - 1.12 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.
- 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 Screens all patients for eligibility.
- 2.4 Reviews medical charts for eligibility or re-certifications.
- 2.5 Ensures that all patients have clinic ID card, HAP or Medi-cal card and have signed a current General Consent Form.
- 2.6 Fills our designated information on various forms.
- 2.7 Ensures patient clinic/cards are stamped on all appropriate sheets/forms.
- 2.8 Fills out designated information on Certification Information Form.
- 2.9 Registers clients electronically using e-healthcare system
- 2.10 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.

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,
- 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.

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. Knowledge of general office procedures
6. Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural backgrounds
7. Ability to travel from site to site
8. Two years' experience in an ambulatory clinic preferred
9. 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: 545
Fax Number (323) 215-0170
E-Mail cespinoza@jwchinstitute.org

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