

EMPLOYMENT

OPPORTUNITY

**Primary Care Medical Assistant:**

Medical Assistant position available for Resource Center’s LGBTQ Health program. This position is responsible for providing information, services, and assistance to the Center’s medical and HIV services programs.

**Duties and Responsibilities:**

* Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit.
* Prepares patients for history and examination by health provider by performing preliminary physical tests: measuring blood pressure, weight, and temperature; reporting history summary.
* Assists provider with examination, obtaining clinical specimens, performing procedures, performing rapid clinical tests, obtaining EKG, performing flow spirometry.
* Maintains safe, secure, and healthy work environment by establishing and following standards and procedures, complying with legal regulations.
* Maintains client confidentiality and privacy; ensures informed consent.
* Adheres to professional standards, policies and procedures, federal, state, and local requirements.
* Enters medical information into the electronic medical record including scanned documents.
* Provides office support with duties of answering phones, interacting with patients, filing and data entry.
* Maintains medical supplies inventory.
* Other duties deemed necessary by the Medical Director or Office Manager.

**Required Qualifications:**

* Strong communication, organizational, customer service and problem-solving skills.
* Demonstrated efficiency working with an electronic medical record.
* Graduate of an accredited Medical Assistant Program. Associate degree in Medical Assisting preferred.
* Current CPR certification.
* Respect and demonstrated interest for the LGBTQ community.
* Bilingual in English/Spanish desired.
* Proficiency in MS Office applications (Word, Excel, Outlook) expected.

Hours: Mon-Fri, 2-6 p.m. This is a part-time position and does not include benefits. Compensation $15.40/hr.

Access to reliable transportation and valid DL required. Must be able to pass a background check.

Position reports to Medical Director. Position open until filled.

Send resume, cover letter and application to [jobs@myresourcecenter.org](mailto:jobs@myresourcecenter.org)