



ethnē health  
a community clinic

## Medical Assistant

### Position Summary:

As a member of the Care Team, the Medical Assistant position is responsible for a variety of clinical tasks for the care of patients from the waiting area to the exam room. All staff are required to document their work in the electronic medical record, treat patients in a timely and professional manner, and keep their work areas properly stocked, cleaned, and in compliance with applicable regulations. Cross cultural experiences are preferred.

### Primary Responsibilities:

- Fulfills patient care responsibilities as assigned which may include: accompanying patients to exam / procedure room, administering shots, assisting patients as needed with walking, transfers, dressing, collecting specimens, preparing for exam, etc., collecting patient history, performing screenings per provider guidelines, assisting physicians / nurses with various procedures, charting, relaying instructions to patients / families, answering calls and providing pertinent information.
- Fulfills duties of medical scribe for health care providers when needed. Documenting all information in the patient's chart.
- Fulfills other responsibilities as assigned which may include: sending / receiving patient medical records, obtaining lab / x-ray reports, hospital notes, referral information, etc., completing forms / requisitions as needed, managing charts to ensure information is completed and filed appropriately. Order vaccines and drugs as needed.
- Fulfills environmental responsibilities as assigned which may include: setting up instruments and equipment according to department protocol, cleaning exam / procedure rooms, instruments and equipment between patient visits to maintain infection control, cleaning sterilizer according to scheduled maintenance program and keeping appropriate records, ordering, sorting, storing supplies, restocking exam / procedure rooms.
- Responsible for routine clinical duties such as taking vital signs, performing simple diagnostic tests, collecting specimens, drawing blood, sterilizing and cleaning equipment, and maintaining examination rooms in a primary care setting.
- Fulfills organizational responsibilities as assigned which may include: respecting / promoting patient rights, sharing problems relating to patients and / or staff with immediate supervisors quickly.
- Interprets for staff and patients, as able.
- Assists in receiving, logging and collecting laboratory specimens. Prepares specimens for technical testing.
- Performs laboratory testing as directed.
- Files reports and laboratory results.
- Operates, cleans and sterilizes laboratory equipment, glassware and instruments. Cleans work area.



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- Prepares equipment to efficiently collect blood products. Maintains adequate supplies.
- Performs venipuncture and capillary punctures on patients. Identifies and labels specimens. Conducts laboratory tests on specimens.
- Equipment maintenance, supplies, and follow-up for EKG, electronic blood pressure, and other equipment as acquired.
- Other duties as assigned by nurse supervisor, COO, or medical director.
- Maintains patients' charts and records data, ensuring proper identification, documentation, routing, and confidentiality
- Maintains a clean and healthy environment in compliance with Universal Precaution guidelines and safety standards
- Performs other related responsibilities as required

### **Skills**

- Basic patient care skills required. Observation and assessment skills preferred.
- Able to work as a member of an interdisciplinary Care Team.
- Good physical stamina and an ability to be standing most of the day.
- Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among staff and patients, treating others with kindness and professionalism in all they do.
- Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
- An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.
- Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
- Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
- Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of Ethne Health

### **Education**

High School Diploma or its equivalent.

Satisfactory completion of an accredited medical assistant training program preferred.

### **Experience:**

Experience in a medical practice, laboratory, hospital or other clinical setting is preferred.

**Starting Compensation:** \$17-\$18.50 per hour. (Based on experience and certification)

Please send a resume to [kimberly.stewart@ethnehealth.org](mailto:kimberly.stewart@ethnehealth.org) to be considered for an interview.