

Medical Assistant

Overview

We are looking for a motivated, caring individual to join our team as a medical assistant to serve our mission of “spreading Christ’s love to quality health care to those in need.”

Responsibilities for Medical Assistant

- Rooming patients
- Prepare patients for examination, take vitals, and record patients' health history
- Set-up EKG machines, administer injections and medications, and perform routine specimen collection and tests
- Drawing labs
- Assist with referral processing and management
- Result notification and interpreting
- Prepare equipment and examination rooms, and clean instruments
- Assist physician/nurse practitioner w/ medical treatments, procedures, and exams

Qualifications for Medical Assistant

- High school diploma or GED required
- Prior experience in healthcare is preferred but not required.
- Excellent interpersonal skills
- Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times
- Ability to interpret for Spanish-speaking patients is required
- Must be detail-oriented and highly organized