

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

• Spanish fluency preferred

• Must be detail-oriented and highly organized