



REVISED 10-21-20

Position Title: Medical Assistant – Part Time (28 hours / week)
Department: Open Door Clinic
Pay Rate: \$13.00 / hour
FSLA Status: Hourly, Non-exempt (Evening hours required)
Reports To: Clinic Manager

Job Objective/Summary: The Medical Assistant supports the flow of clinic with the delivery of patient care.

Essential Job Duties and Responsibilities Include But Are Not Limited To:

- Perform intake, triage, and physician support throughout the medical visit.
- Schedule appointments via phone, voicemail system, or in person.
- Complete patient photos in Athena.
- Interpret as needed / available.
- Assist provider volunteers in navigating the EMR system.
- Oversight of intake volunteers and their training.
- Record and retrieve EKGs.
- Perform sanitizing procedures of the Clinic.
- Assist with Clinic closing procedures.
- Other duties as assigned.

Work Schedule: 28 hours a week. Due to COVID19, evening clinic shifts have been cancelled until further notice. Temporary work schedule is Monday to Thursday, 11AM to 6PM. (Regular schedule is: Monday to Thursday 1:30PM to 8:30PM)

Requirements / Experience:

- Previous experience in clinic environment and CNA, MA or EMT training
- A combination of college courses / degree / certification / license
- Solid communication skills (listening, speaking, written)
- Bilingual (Spanish and English) strongly preferred.
- Able to work in a team-based environment.
- Mid-level computer proficiency (Microsoft Word, Outlook, etc.).
- Able to multi-task and work under minimal supervision.

- Punctual and able to adhere to work schedule.

Incumbent will be working in a clinic / office environment; must be able to use stairs / elevator to report to departmental work site and to perform the essential job functions of this position; must be able to use standard office equipment (computer / printer / fax / scanner / telephone) to communicate with clients and staff.

EOE