

## Medical Assistant

Jefferson Community Health Care Centers, Inc., a Federally Qualified Health Center (FQHC) with a mission to provide premiere and comprehensive healthcare, is seeking highly qualified personnel with winning attitudes.

We are currently seeking a qualified and responsible person who is diligent and self-motivated to assist physicians with patient care, clerical, environmental and organizational tasks.

### Responsibilities would include:

- Prepares exam and treatment room with necessary instruments
- Greets and accompanies patient to the examining room
- Assist patient as needed with walking and other needs
- Triage patient and accurately document the patient's chart
- Instructs and assists patients as needed with preparing for exam, collecting specimens, and other procedures
- Obtain blood samples by venipuncture
- Performs minor decentralized lab tests
- Verifies lab and test orders are complete before forwarding to patient
- Gives injections
- Assist nursing personnel
- Treats patient with dignity and respect
- Shares problems relating to patients to immediate supervisor or physician immediately
- Cleans exam tables and rooms
- Cleans and sterilizes instruments according to maintenance program and keeps appropriate records
- Request, sort and stores supplies
- Restock exam and procedure rooms
- Completes special projects and other assignments as requested by supervisor

**Min Qualifications:** Qualified Team Members must have excellent communication and problem solving skills designed to meet the challenges of the fast paced health care industry.

High school diploma or equivalent. Certification of successful completion of a certified medical assistant program. Computer literate with basic competence skills.

### Salary based on experience and qualifications

Position Reports to the Site Manager

Please send a cover letter and resume to [careers@jchcc.org](mailto:careers@jchcc.org)