



**Non-Exempt  
January 31, 2011**

## **JOB ANNOUNCEMENT**

**Position:** Medical Assistant

**Reports to:** Chief Nursing Officer/ Designee

**Salary Range:** Starting salary based on experience, qualification, and budget.  
(100% time – 40 hours per week)

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**Position Purpose:**

Under the supervision of the Chief Nursing Manager / Designee, the Medical Assistant is responsible for eligibility screening of clients, reception area duties, responding to client questions and providing information to clients. This position will provide support throughout the various clinic sites.

**Principal Responsibilities:**

1. Complete patient forms and elicit information for patient history.
2. Obtain specimens for diagnostic testing in accord with standardized protocols and procedures.
3. Complete initial patient assessment, triage, and taking vital signs in accord with standardized protocols and procedures.
4. Assist in providing patient referrals and maintaining a log book.
5. Review charts for completion of necessary forms and directives.
6. Order educational materials, all necessary forms medical and office supplies as needed.
7. Assist the medical staff during the exam.
8. Collect and input data for reporting purposes.
9. Assist in billing.
10. Other duties as assigned.

**Requirements:**

1. Graduate of an approved medical assistant program in the state of California.
2. CPR Certificate. Training may be provided.
3. Phlebotomy certificate.
4. Strong communication and organizational skills.
5. Two years medical office/clinic experience.
6. Bilingual (English/Spanish) preferred.

**To apply, please fax or email resume or list of qualifications including the job code number to:**

JWCH Institute, Inc.  
1910 W. Sunset Boulevard, Suite 650  
Los Angeles, CA 90026  
Attn: Human Resources Department  
Job Code: 336  
Fax Number (213) 413-3443  
E-Mail: [cespinoza@jwchinstitute.org](mailto:cespinoza@jwchinstitute.org)

**Closing date: Open Until Filled  
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