

TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT WWW.CRIDERCENTER.ORG. YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)

**Medical Assistant
Level 3- Non-Exempt
Location: Wentzville**

**Hours: M, T, TH, F 8:30 am to 5:00 pm and W 9:30 am to 6:00 pm
Salary: \$13.70/hour commensurate with experience**

- **Description**

The Medical Assistant establishes and maintains effective, professional working relationships with patients and their representatives and with medical staff. The Medical Assistant upholds all guidelines set forth in the clinic, maintains strict patient confidentiality, accepts and upholds patient service and satisfaction and assists practitioners and physicians in delivering health care services.

Core Responsibilities:

- Prepare patients for examination and treatment. Take patient's histories, vital signs, and document in patient chart.
- Prepare exam and treatment rooms with necessary instruments and supplies.
- Perform venipunctures, urinalysis, EKGs and other procedures as directed.
- Administer immunizations and other injections
- Phone in patient prescriptions and document accordingly
- Provide patient education and instruction
- Prepare and maintain supplies and equipment, including sterilization
- Assist physicians/nurse practitioners in preparing for minor surgeries and physicals
- Assist with the scheduling of tests and treatments
- Screen telephone callers for appropriate referral/triage, relay messages and documents accordingly
- Maintain patients' files, records, and other information

Other Responsibilities

- Adhere to standard precautions, as appropriate, i.e., use protective barriers, handle and dispose infectious waste appropriately, proper hand washing
- Follow CLIA and OSHA regulations
- Assist in maintaining the cleanliness of unit facilities and equipment
- Monitor supply of medical stock, medical supplies, and laboratory needs or order supplies when necessary.
- Meet standards of professional ethical conduct

- **Qualifications**

- Two years of college or equivalent work experience or-
- Medical Assistant Certification
- Minimum two years medical office experience
- Knowledge of medical office terminology, procedures and equipment
- Knowledge of Microsoft Office Suite
- Desire to work in a non-profit setting

- **Supervision**

The Medical Assistants at the Wentzville Office receive supervision from the Medical Assistant Supervisor.