



Care Alliance

Job Description

Position: Medical Assistant

EEO Category: Technical

Reports to: Nursing Administrator

Full/Part Time: Full Time

Location: US – OH – Cleveland

Shift: 8:00AM – 4:30PM

Mission Statement:

Our mission is to provide high-quality, comprehensive medical and dental care, patient advocacy and related services to people who need them most, regardless of their ability to pay. Caregivers demonstrate a high level of empathy, compassion and profound respect while providing excellence of care to our patients. They serve as advocates for all of those in our Northeast Ohio community, especially the most vulnerable.

Job Summary:

Medical Assistant must be motivated, and able to work in a fast-paced environment with a positive manner. Must have the ability to communicate and work with a general diverse population. Assists the medical providers, adhering to the American Association of Medical Assistants Code of Ethics. The medical assistant will further assist the Nursing Administrator by securing medical records, coding information for insurance purposes, drawing blood, and administering medications as directed by the physician on staff. Being able to professionally and succinctly communicate with patients and staff is a required daily task of the medical assistant.

Task Responsibilities:

*Include but are not limited to:

- Take accurate vital signs and weight
- Greet and log in patients arriving at the clinic
- Run P.O.C. tests as needed by the physician
- Prepare patients to be seen by provider
- Collect and prepare lab specimens
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform basic lab tests
- Travel to the lab for blood work
- Explain treatment procedures, medications, diets, or physician's instructions to patients

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Medical Assistant

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- Administer medications/immunizations as directed by a provider
- Assist with medical exams, procedures
- Provide proper documentation in patient medical records (i.e. collecting correct demographic and health information from patients)
- Assist with intake and discharge functions
- Keep clinic areas clean and organized to provide a safe environment
- Commitment to the mission of Care Alliance Health Center

Minimum Education and Experience:

Required:

- Medical Assistant Diploma from an accredited school
- Medical Assistant Certification
- 1-3 years of experience in health care or other medical facility which can include medical internships
- Working knowledge of medical terminology
- BLS and First Aid Certified

Preferred:

- Extensive experience working with impoverished populations
- Working knowledge of a second language (preference towards Spanish)

Technology Requirements:

Basic understanding and familiarity with the following programs:

- Internet browser
- Electronic medical record systems – Epic, EHR
- Spreadsheet software – Microsoft Excel
- Email software

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees will also be required to stand, walk, handle tools and medical equipment
- May occasionally exert up to 20 pounds of force while dealing with medical equipment
- May be exposed to hazardous and loud conditions

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Care Alliance Locations:

Care Alliance Health Center
St. Clair Clinic
1530 St. Clair Avenue

Riverview Clinic
Riverview Estates
1795 West 25th Street

Stokes Clinic
Carl B. Stoke Social Service Mall
6001 Woodland Avenue

Central Neighborhood Clinic
2916 Central Avenue

Equal Employment Opportunity

It is the policy of the Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal.