



400 Broadway / New York, NY 10013

o 212 334 6029 / f 212 334 7957

apicha.org

Apicha Community Health Center

Our mission is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life.

Apicha CHC advocates for and provides a welcoming environment for underserved and vulnerable people, especially Asians & Pacific Islanders, the LGBT community and individuals living with and affected by HIV/AIDS.

JOB DESCRIPTION

Position: Medical Assistant

Reports to: Senior Medical Assistant

Position Summary: Medical Assistant works as part of the Care Team; Responsible to ensure highest quality of patient care. This is a non-exempt position.

Duties and Responsibilities

- Greets patients and brings them to the exam rooms and preps them for the medical provider
- Assists in the clinical care of patients including:
 - During biopsies, paps, HRA
 - Phlebotomy, collection and processing of laboratory specimens
 - Vital sign collection, EKGs, Peak flow
 - Point of care testing: urine dipstick, fingerstick glucose, Rapid HIV
 - Gather medical information and reports to provider
 - Interfaces with laboratories when necessary for patient care
 - Ensures that lab results are available at the time of the visit
- Operates and maintains autoclave
- Reminds patients about appointments
- Consults with medical providers at the beginning of each session/and or at a daily meeting to ensure optimum patient flow
- Informs providers when there are medication renewals; executes provider's orders; assists patients with referrals
- Monitors the expiration of medical and laboratory supplies
- Monitors the temperature of vaccine and specimen refrigerators and freezers and takes appropriate actions during abnormal occurrences- e.g. abnormal temperature or electrical failure. Maintains temperature logs.
- Participates in interdisciplinary meetings to help determine policies affecting clinical care
- Participates in Quality Improvement activities
- Maintains clinical competence through participation in appropriate learning experiences
- Assists practitioner in the monitoring and maintaining of standards of care
- Performs other duties as may be assigned

Qualifications:

- Completion of accredited Medical Assistant Program and at least one (1) year full time work experience.
- Possession of a current basic cardiopulmonary resuscitation (BLS CPR) certificate.
- Ability to work both independently and in a team.
- Experience working with people living with HIV/AIDS preferred.
- Ability to speak Spanish or Mandarin is strongly preferred.
- Ability to work with people from diverse backgrounds in a multi-cultural setting required.
- Knowledge of eClinicalWorks EMR is preferred.
- Able to work flexible hours including evenings and weekends.

Apicha CHC is an equal opportunity employer. We do not discriminate on the basis of age, race, creed, religion, national origin, gender, disability, marital status, and affectional or sexual orientation.