



JOB DESCRIPTION

Job Title: Medical Assistant

Accountable to: Director of Programs – Medical Director

Summary: The Medical Assistant will perform clinical and administrative tasks for patients with HIV and/or those with LGBTQ+ identities under the direct supervision of a licensed physician or nurse practitioner. All administrative functions will be evaluated by the Clinic Leadership in collaboration with the supervising physician(s).

Essential Duties & Responsibilities:

1. Measure and record vital signs
2. Record patient interview, history and chief complaint
3. Provide patient education with regards to clinic policies, medications, management of diseases, home treatments and special diets
4. Prepare patients for examination and perform routine screening tests
5. Perform phlebotomy and collection of other lab specimens
6. Perform basic lab tests, including rapid tests for HIV
7. Perform EKGs
8. Safely utilize cleaning solvents and related products
9. Provide front desk reception
10. Answer phones and schedule appointments
11. Greet patients, complete registration forms, collect co-pays and provide instructions
12. Maintain medical records utilizing an electronic medical record
13. Attend specialized training specific to program design and implementation, and behavior change theory application.
14. Attend medical updates conferences and other program related trainings.
15. **Assisting with other responsibilities as requested**

Company Values to Adhere To

1. We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are protected and respected.
2. We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.
3. We promote and advocate for full integration of our client's physical and mental health with their needs as an active member of a vibrant and just community.
4. We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

Qualifications:

1. Medica Assistant certification.
2. Successful experience working with ethnic, racial, economic, and sexually diverse populations.
3. Success working with the LGBTQ+ identities.
4. Willingness to work non-traditional hours.
5. Have knowledge and sensitivity about the needs / issues of various subpopulations such as BIPOC, LGB, Non-Binary and Transgender communities.
6. Must be able to work independently as well as in a team environment.
7. Must demonstrate sound judgment, initiative, and discretionary abilities.
8. **Must possess reliable transportation, a valid Michigan driver's license and maintain the minimum Michigan vehicle insurance requirements.**

Working Conditions:

1. Medical/clinical/community focused environment.
2. Work environment involves exposure to potentially infectious materials and includes the use of personal protective equipment.
3. The employee will be required to wear scrubs.
4. **ADA:** This position may require long periods of standing. In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.
5. **Certificates & Licenses:** Medical Assistant certification.
6. **Salary** for this position is \$35,000 annually

Send Resume to Teresa Springer
tspringer@wellnessaids.org
No Phone Calls Please