



# Chinatown Service Center

POST 06/18/2010

## Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Certified Medical Assistant (San Gabriel Location)

**Salary Range:** \$ 21,424.00 - \$ 24,700.00

**Open Date:** June 18, 2010

**Closing Date:** July 9, 2010

\*\*\*\*Or when sufficient applications have been received\*\*\*\*

### **Summary of Duties:**

Under the supervision of the Nurse Practitioner/Register Nurse, the Medical Assistant is responsible for providing quality patient care by assessing their medical history, taking vital signs, and performing necessary laboratory and health screening procedures. He/she will assist the medical providers with patient care, monitor patient flow, and maintain lab results, exam rooms, and medical supplies.

### **Example of duties:**

- Monitor patient flow and place patients in exam rooms.
- Conduct initial patient assessment and vital signs.
- Obtain blood specimen from patient according to standard clinic protocol and procedure.
- Administer injection/immunization as ordered by Medical Provider.
- Conduct EKG and measure peak flow for patients as ordered by Medical Provider.
- Provide all medical screening tests for CHDP patients.
- Check Hb, FBS, urine dipstick, urine pregnancy test, instruct patients how to collect samples for fecal occult blood test.
- Process authorizations for HMO patients specialty referrals
- Maintain exam rooms, medical supplies, and lab results.
- Perform data entry and record keeping.

### **Qualifications:**

- High School Diploma or GED
- Minimum 1 year clinical experience
- Computer literacy in any health information systems
- Must be bilingual English and Vietnamese (Chinese a plus)
- Current CPR card.
- Good written and verbal communication skills.
- Ability to work in a fast pace environment and be part of a team, as well as to work independently
- Ability to work and communicate effectively with people from different cultures, social, economic, educational backgrounds

Please forward your resume accompanied by a cover letter to  
Daniele Greer, Human Resources Manager  
767 N. Hill St., Suite 400, Los Angeles, CA 90012, **Fax:** (213) 680-0787  
dgreer@cscla.org

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Reasonable accommodations available upon request**