



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: Medical Assistant

Open Date: October 2020

Closing Date: Until filled

Job Summary:

Chinatown Service Center (CSC) is a multi-service, community health center which provides compassionate, multi-lingual and culturally-sensitive care to the communities of San Gabriel Valley and beyond. Our mission is to provide outstanding services and advocacy that promote better quality of life and equal opportunity for immigrants and other communities.

Under the supervision of the nursing supervisor, the Medical Assistant is responsible for providing quality patient care by assessing their medical history, taking vital signs, and performing necessary laboratory, health screening procedures and assists the medical providers with patient care.

Job Duties:

- Conduct initial patient assessment, vital signs, EKG, figure stick for Hemoglobin, blood glucose levels, perform urine dipstick and pregnancy test when needed
- Perform accurate EHR documentation.
- Obtain blood specimen from a patient by means of vein puncture of skin puncture according to standard clinic protocol and procedure.
- Administer injection/ immunization as ordered by a medical provider.
- Maintain cleanliness of the exam room by utilizing infection control techniques.
- Ensure exam rooms are stocked with necessary supplies and instruments.
- Check Refrigerator temperature twice daily and record it on the temperature log.
- Work as a team player and be willing to assist other clinical when needed.
- Manage other duties as assigned.

Job Qualifications:

- High School Diploma or GED
- Medical Assistant Certified preferred
- Minimum 1-year of clinical experience preferable
- Computer literacy in any health information systems
- Ability to work in a fast-paced environment and be part of a team, as well as to work independently.
- Good written and verbal communication skills.
- Current CPR card.
- Ability to work and communicate effectively with people from different cultures, social and economic backgrounds, education.
- Bilingual in English and Spanish and/or Cantonese/Mandarin preferred



華埠服務中心
Chinatown Service Center

Medical Assistant

Please send your resume to:

cschr@cscla.org

Subject: Medical Assistant

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**