



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:** November, 2023
- Closing Date:** Until filled
- Pay Range:** Starting \$21.00 Per Hour

**Job Purpose:**

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 Responsibilities:**

- 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 or 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.

**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.



華埠服務中心  
**Chinatown Service Center**

Medical Assistant

- 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

**Please send your resume to:**

[cschr@cscla.org](mailto: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.**