

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE:	Medical Assistant
CLASSIFICATION:	Hourly
LOCATION:	MEHOP Medical Clinic, Bay City, TX
REPORTS TO:	Director of Nursing

JOB SUMMARY: The MEHOP Medical Assistant assists MEHOP Providers, Nurses and LVN's in examining and treating patients in addition to performing administrative duties in order to keep operations running smoothly and efficiently.

JOB DUTES AND RESPONSIBILITIES:

- Greets and directs patients in an efficient flow throughout the clinic services.
- Checks each patient's height, weight, temperature and blood pressure.
- Prepare patients' medical histories.
- May perform lab work and collects specimens as needed.
- Administers injections, applies bandages and medications as directed.
- Assist in maintaining inventory of medical supplies and client health education materials.
- Develops phone and fax communication with other health care providers, pharmacies, labs and/or community resources.
- Updates client's medication record.
- Maintains chart organization and accurate medical records.
- Demonstrates a positive and constructive attitude towards the MEHOP Medical Clinic, its philosophy and mission.
- Transcribes physician and nurse practitioner orders.
- Assists in developing and updating nursing procedures and participates on various committees.
- Communicates effectively with other members of the clinical staff.
- Performs other related duties as assigned.
- Adheres to the policies and procedures of MEHOP.
- Promotes and participates in Care Team.

JOB REQUIREMENTS AND EDUCATION:

- Successfully completed Medical Assistant training and/or licensures as a Licensed Vocational Nurse and has current CPR certification.
- Communicates with patients in a caring, professional manner.
- Bi-lingual desirable.
- Possesses good organizational skills and is self directed.
- Has computer skills and an understanding of medical computer systems.
- Ability to communicate and relate to people at all levels in the organization.
- Ability to respond effectively to inquiries about MEHOP's services.
- Demonstrates flexibility and emotional control in handling difficult or stressful situation.
- In addition to clinical nursing skills, problem-solving abilities and positive interpersonal communication skills are essential.
- Must be able to lift, bend, kneel, reach, push and pull loads. Able to stand for long periods of time. Must be able to tolerate rapid fluctuations in workload.

BENEFITS: Health and life insurance, paid holidays, sick days.

SALARY: Commensurate with experience.