

Bilingual Medical Assistant

Health Brigade (HB), formerly Fan Free Clinic is seeking a full time Medical Assistant. The Medical Assistant will carry out responsibilities which ensure high quality, well-coordinated patient care in the medical clinic according to Health Brigade's mission. The Medical Assistant will work closely with the medical team to ensure that supplies, documentation, follow up activities related to patient care, and support staffing are optimized for efficient, compliant provision of high-quality patient care.

Requirements

- Medical Assistant certification
- Bilingual capabilities highly preferred (English/Spanish). Must be proficient in reading, writing, and speaking English.
- Exceptional customer service and communication skills.
- Demonstrated phlebotomy skills.
- Experience and proficiency with electronic medical records
- Ability to maintain effective and organized systems to ensure timely patient flow.
- Demonstrated proficiency in basic computer skills.
- Must be able to pass periodic competency assessments within first three months of employment.
- Ability to perform the essential functions of the job as outlined.
- CPR certification (BLS)

Compensation

Compensation starts at \$16/hour plus benefits, generous PTO and holiday schedule, flexible work environment

Health Brigade is an Equal Opportunity Employer

To Apply:

1. Email resume and a list of three professional references to: Polly Foster pfoster@healthbrigade.org
2. Application questions <https://form.jotform.com/220183681281150>

Any resume sent without the accompanying application questions or references will not be considered.

No phone calls please.

Application deadline: May 27th at 5pm.

*Workplace health and safety are paramount at Health Brigade. Therefore, it is **mandatory for working or volunteering** at Health Brigade that you provide verification of the following prior to your first day at Health Brigade:*

- *Verification of last flu vaccine*
- *Verification of TB screening within the past 12 months*
- *Verification of COVID vaccine*

If you are offered a position as an employee, and you have not met the health requirements, a consult with Health Brigade's Medical Director will be required to develop a plan toward adherence. This may result in delay of your planned start date for service.

Health Brigade is an Equal Opportunity Employer. For more information go www.healthbrigade.org.