

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.

Job summary: The medical assistant is responsible for providing direct care to patients within their scope of practice for a diverse safety net medical clinic. Using both clinical knowledge and knowledge of HB policies and procedures, the medical assistant works collaboratively with the medical director, clinic director, clinic providers, staff and volunteers to ensure efficient and effective care delivery. Responsible for on-and off-site laboratory testing, administration of medications and immunizations, patient teaching and provider assistance. Also serves a vital role in supervising lay volunteers. Performs all duties in a manner which promotes good teamwork and reflects the mission and values of inclusive and trauma informed care. Works collaboratively with staff and volunteers to resolve issues within the practice.

Minimum Qualifications

- Certified Medical Assistant, certified to practice in Virginia
- Bilingual capabilities required (English/Spanish). Must be proficient in reading, writing and speaking English
- Knowledge of ambulatory care essential
- Demonstrated phlebotomy skills
- Minimum of 1 year experience in a practice setting
- Current BLS

Required Skills

- Exceptional customer service and communication skills.
- Excellent verbal and written communication skills
- Advanced computer skills including but not limited to use of Word, Excel, Outlook, reporting software and electronic medical records
- Sound decision-making and professional judgement
- Strong problem-solving skills and ability to prioritize competing needs
- Experience in a community health/public health setting preferred
- Ability to maintain effective and organized systems to ensure timely patient flow.

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.

No phone calls please. Application deadline: January 28, 2022