

SPECIAL SERVICE FOR GROUPS JOB ANNOUNCEMENT

Title: Clinical Assistant

FLSA: Non-Exempt/Full-time (40 hrs/wk)

Pay Rate: *Commensurate to experience; plus fringe benefits*

Division: APAIT Health Center

Supervisor: Clinical Director

Posted: 2/16/2012

Summary

Assist Multi-Disciplinary Clinical Team in supporting the mission and goals of APAIT Health Center by providing quality primary medical care and treatment services in accordance with the medical protocols and expectations. This is a full-time position (40 hours per week) requiring flexible hours including evenings and weekends.

Essential Functions

1. Assist comprehensive multi-disciplinary team with basic medical tasks including but not limited to:
 - a. Preparing exam rooms
 - b. Obtaining patient vital signs
 - c. Performing routine patient testing including but not limited to collecting samples as needed
 - d. Reviewing patient medical history
 - e. Documenting any changes or problems in patient history
 - f. Preparing slides/cultures and laboratory slips
 - g. Pack specimens for shipping
2. Conduct front office functions including, but not limited to reception, internal and external referral, filing, etc.
3. Stock and clean exam rooms as needed.
4. Maintain inventory for exam rooms and laboratory.
5. Request medical supply orders as needed.
6. Conduct quarterly audits on all medications and medical equipment.
7. Clean and sterilize clinic instruments as needed.
8. Prepare patient education packets.
9. Assure disposal of bio-hazard waste.
10. Assist in the completion of Health Center reports.
11. Maintains a positive work relationship with all Agency personnel.
12. Ensures the highest level of confidentiality for all patients, patient records, and patient-related issues.
13. Serves as an advocate for the needs of populations and individuals served by APAIT Health Center.
14. Adheres to all personnel policies, as approved by the Board of Directors.
15. Attend Unit, Agency, and Community meetings.
16. Other duties as assigned.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Completion and Certification of LVN or Medical Assistant Program.
2. Experience working in a primary care setting.
3. Bilingual in English and Spanish (read, speak and write).
4. Valid California driver's license, plus proof of car insurance.
5. Access to reliable transportation.
6. Current CPR certification through the American Red Cross or the American Heart Association.
7. Basic knowledge of HIV/AIDS and related issues.
8. Experience and knowledge of PC hardware and software (Windows, Power Point, Word and Excel a must).
9. Strong written and oral skills necessary for writing narrative reports.
10. Ability to coordinate multiple tasks/projects simultaneously in a high pressure environment.
11. Ability to work with diverse communities including but not limited to multi-gender, ethnic, generation, lingual, dual or multi-diagnosed, etc.
12. Great attitude and people skills a must.
13. Verification of employment eligibility.
14. Passing of background check.
15. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

Non-Essential Qualifications - Knowledge, Skills and Abilities

1. HIV testing counselor certification.

Supervisory Responsibilities

1. This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Contact Information: Tara Sellars, Programs Manager
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