



Position: Medical Assistant – Center WeHo
Program: Sexual Health and Education Program
Department: Health Services
Reports to: LVN Supervisor
Compensation: \$16.00/hr
Status: 100%; Regular; Full-time; Non-exempt; Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance program, and a 403B retirement plan.

JOB SUMMARY:

Under supervision of the Spot LVN Supervisor and in coordination with the Program Manager and Provider, the Medical Assistant serves as an integral member of the Sexual Health and Education Program satellite clinic, the Spot, by stocking and preparing supplies and equipment, providing direct care, coordinating consultations and serving as an intermediary between patients and their healthcare provider.

ESSENTIAL FUNCTIONS:

- 1) Assures that the examination rooms are always properly stocked with equipment, disposable exam materials, and ensures that each exam room is set up in the same way;
- 2) Prepares the medical record prior to each visit, assures that all test results are available for review by the clinician with each visit;
- 3) Prepares the patient for the clinical visit, including taking vital signs, prepares necessary instruments, equipment, etc as needed for the visit;
- 4) Give injections and places skin tests as directed by licensed clinical staff;
- 5) Draws venous blood samples as per existing protocol;
- 6) Collects specimens for cultures as per existing protocol;
- 7) Complete laboratory requisitions for each test ordered and administered;
- 8) Assists patients in completing necessary forms required for testing as per existing protocols;
- 9) Maintains exam room supplies, inventory and compiles and faxes supply order lists to the County Lab;
- 10) Maintains exam room temperature charts and equipment's quality controls, as required by existing protocols;
- 11) Assist in data auditing tasks;
- 12) Use standard office machinery including personal computers in performance of duties;
- 13) The requirement to comply with OSHA, HIPAA and other applicable regulations;
- 14) Participate in staff meetings as required;
- 15) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Ability to handle multiple tasks, be detail oriented, and maintain strict confidentiality of medical information;
- 4) Good verbal and written communication, organizational, and interpersonal skills;
- 5) Bilingual (Spanish/English) skills desired;
- 6) Medical Assistant certification from approved training program;
- 7) Current AHA CPR certification;
- 8) National MA certification preferred;
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.