



**Position:** Medical Assistant  
**Program:** Health and Mental Health Services  
**Department:** Health and Mental Health Services  
**Reports to:** Assistant Nurse Manager  
**Compensation:** \$16.00/hr  
**Status:** 100%, Full-Time, Flex Position, 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

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**JOB SUMMARY:**

The Medical Assistant serves as an integral member of the health services team 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 up to date equipment / supplies, disposable exam materials, and ensures that each exam room is set up in the same way.
- 2) Prepares the EMR 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, places skin tests and performs laboratory functions including processing as directed by licensed clinical staff.
- 5) Assist in data auditing tasks;
- 6) Assists clients in completing paperwork; assists nursing staff in obtaining authorizations and referrals.
- 7) Interact in professional manner with health services staff and patients;
- 8) Use standard office machinery including personal computers and printers in performance of duties;
- 9) The requirement to comply with OSHA, HIPAA and other applicable regulations;
- 10) Participate in staff meetings as required.
- 11) 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 preferred;
- 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](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://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.