H. Claude Hudson Comprehensive Health Center

(Vacancy Announcement)

CERTIFIED MEDICAL ASSISTANT

Adult Medicine – PCMH

POSITION INFORMATION: H. Claude Hudson Comprehensive Health Center is seeking a qualified Certified Medical Assistant for the Patient Centered Medical Homes. This position reports to the Nursing Supervisor and / or designee.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

• Assists with patient care and coordination as a member of the Patient Center Medical Home (PCMH) team.
• Completes intake and discharge functions.
• Provide in-between visit follow up patient care, huddle prep for pre-visit patient data update and perform appointment reminder calls.
• Administer immunizations per provider’s orders.
• Perform treatments and/or non-invasive screening tests (such as electrocardiograms) per provider’s orders.
• Perform simple Point of Care Testing (POCT).
• Document proficiently in the Electronic Medical Record (ORCHID – Power Chart).

DESIABLE QUALIFICATIONS:

• Recent experience in an ambulatory care clinic.
• Ability to work well in a team based setting.
• Effective interpersonal and organizational skills.

Candidates must currently hold a permanent County of Los Angeles payroll title of Certified Medical Assistant to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Connie Youn
H. Claude Hudson Comprehensive Health Center - Nursing Administration – Room 213
2829 S. Grand Avenue, Los Angeles, CA 9007
Telephone: (213) 699-7110
Fax: (213) 746-4296

Resumes will be accepted until the needs of the department are meet.

**This is not a civil service exam**
8/22/17