



## H. Claude Hudson Comprehensive Health Center

Vacancy Announcement

Adult Medicine – PCMH

**CERTIFIED MEDICAL ASSISTANT**

Salary: \$3,249.56 - \$4,250.28 Monthly

**POSITION INFORMATION:**

H. Claude Hudson Comprehensive Health Center is seeking a qualified Certified Medical Assistant (CMAs) in our 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.
- Patients Centered Medical Home team completing intake and discharge functions.
- Performs between visit patient follow-up, huddle prep for pre-visit patient data update, and reminder appointment calls.
- Administers immunizations per provider's orders.
- Performs treatments and/or non-invasive screening tests such as electrocardiograms per provider's orders.
- Performs simple Point of Care Testing (POCT).
- Documents proficiently in the Electronic Medical Record (ORCHID – Power Chart)

**DESIRABLE 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 Assistants to be considered for a transfer or are reachable on the 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

Email: [cyoun@dhs.lacounty.gov](mailto:cyoun@dhs.lacounty.gov)

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 met.

**\*\*This is not a civil service exam\*\***

03/27/19