

Vacancy Announcement
CERTIFIED MEDICAL ASSISTANT
Primary Care Clinic
(Full Time)

Salary: \$3,362.46 - \$4,399.56 Monthly



POSITION INFORMATION: Olive View-UCLA Medical Center is seeking a well-qualified individual to work in the Primary Care Clinic. This position will be under the supervision of a physician, and will work closely with the Registered Nurse.

Responsibilities include but are not limited to the following:

- Prepares patients for examination procedures.
- Interviews and records the patient's medical history.
- Obtains vital signs, weight and height.
- Assists physicians with procedures.
- Performs venipuncture and injections.
- Performs non-invasive screening tests Collects specimens (urine, sputum, semen, and stool). Logs the specimens and prepares them for testing.
- Performs simple laboratory tests that are typically performed in a medical office.
- Applies and removes bandages and dressings.
- Provides patient teaching, answers phones, greets patients at reception, and schedules appointments.
- Stocks and orders supplies as necessary.
- Additional duties may be assigned.

Desirable Qualifications:

- Strong verbal and written communication skills
- Ability to work with various levels of staff to coordinate patient care
- Good Computer skills
- Flexible working hours needed
- Self-motivated, good team player
- Patient advocate
- Bilingual (Spanish)

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 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:

Olive View Nurse Recruitment Team
Olive View-UCLA Medical Center
14445 Olive View Drive, Sylmar, CA 91342
Phone: 747-210-3317
ovnurserecruitment@dhs lacounty.gov

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

****This is not a civil service examination****

04/01/20