

**Los Angeles General**  
Medical Center

**Vacancy Announcement**  
**Hospital Medical Assistant**

Department of Emergency Medicine

Salary: \$4,126.74 - \$5,560.92 Monthly

**Position Information:** Los Angeles General Medical Center is seeking highly qualified individual to fill the Hospital Medical Assistant position for the Department of Emergency Medicine to work as a member of an emergency medical team assisting physicians, nurses, and physician assistants by providing basic technical supportive services to patient care in an emergency department. This position reports to Supervising Staff Nurse or assigned designee.

**Responsibilities Include, but are not limited to the following:**

- Assists providers with procedures by preparing the room and patient for the procedure.
- Assists nursing staff with patient triage, including taking vital and orthostatic vital signs, and with patient flow, point of care testing, patient transport and other supportive services.
- Performs venipuncture on patients for laboratory tests and cultures, including ECG tracings.
- Stocks and prepare examination rooms and treatment areas, including ensuring adequate levels of supplies, cleaning and packing instruments, changing linen, exchanging solutions and maintaining cleanliness.
- Conducts daily inspections of all equipment used in the emergency treatment areas to ensure proper functioning and assist in the initial cleaning of equipment prior to transport to central services for sterilization.
- Transports and/or escort patients between patient care areas, diagnostic tests and discharge waiting areas to facilitate rapid patient throughput and high levels of patient satisfaction.
- Protects patients and staff by intervening in unit disturbances and participate as member of the ED Behavior Response Team responding to Code Gold calls in all areas of the ED.
- Participates as member of ED Decontamination Team and Disaster Response Team.
- Performs ECG tracings on patients with suspected cardiac chest pain.
- Respond and assist with offloading patients from helicopters landing on the rooftop helipad.

**Desirable Qualifications:**

- California State Phlebotomy license preferred
- Effective interpersonal skills
- Strong organizational and problem resolution skills
- Ability to work effectively with a diverse and challenging patient population
- Flexibility and willingness to adapt to various emergency situations and changes in flow
- BLS and Non-Violent Physical Crisis Intervention Certifications

Candidates must currently hold a permanent County of Los Angeles payroll title of Hospital 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, and the last two performance evaluations, to:

Los Angeles General Medical Center Nurse Recruitment Team  
Nurse Recruitment and Retention Center  
General Hospital First Floor- Room 1822  
1200 North State Street, Los Angeles, CA 90033  
Phone: 323-409-4663

[LACNurseRecruitment@dhs.lacounty.gov](mailto:LACNurseRecruitment@dhs.lacounty.gov)

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

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

Date posted: 7/25/2023