



Position Title: Medical Assistant - Temporary
Classification: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Mission Statement:

The Mission of Wilmington Community Clinic is to provide quality non-discriminatory health services to improve the health and well-being of all served

Position Summary

The Medical Assistant is a full-time (40 hours/week), temporary position. This role is responsible to medically assist the providers at Wilmington Community Clinic with both on-site and telehealth appointments, so any telehealth experience is beneficial!

Essential Position Responsibilities

- Assures timeliness of services rendered to patients.
- Assists patients with gathering medical history, understanding instructions and assuring comfort while at the clinic.
- Maintains availability to examining Provider.
- Demonstrates accurate knowledge in management of emergency situations.
- Is proficient in the use of the electronic health record to access patient records, lab results, immunization records and other information.
- Accurately performs vital signs, vision tests and immunizations.
- Assists Provider in clinical examinations, minor surgery, positioning and draping patients.
- Check medical supply stock and informs appropriate staff of supply needs.
- Interacts with patients, physicians, staff, and visitors in ways that demonstrate caring and reflect the WCC mission and philosophy.
- Other duties as assigned.

Skills

- Ability to remain organized while managing multiple details.
- Bilingual in English/Spanish, preferred.
- Ability to communicate effectively both verbally and written.
- Ability to relate to people from different socio-economic backgrounds
- Knowledge of HIPAA privacy and confidentiality practices.
- Professional demeanor and appearance a must.
- Excellent customer service skills required.

Education and Experience

- High School Diploma or its equivalent



- Medical Assistant Certificate (Completion of Medical Assisting course by National Association of Trade and Technical Schools)
- 2 years' experience, preferred
- Telehealth experience, preferred
- Completion of CPR and current certification

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Physical Requirements

Position requires prolonged hours of sitting at a computer, standing and walking in a clinic setting. Ability to lift up to 20 pounds may be required.

Benefits

This position is eligible for paid sick leave and free employee parking.