Medical Assistant

Join Wilmington Community Clinic!
WCC, a Federally Qualified Health Center (FQHC), provides quality, non-discriminatory health services to improve the health and well-being of all served, regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 40 years. We are proud of the services we provide and put patient care front and center. We provide medical, mental health and dental services.

Position Summary
The Medical Assistant is a full-time (40 hours/week) 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!

Education & 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

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
- Bilingual in English/Spanish required.
- Ability to remain organized while managing multiple details.
- 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.

Benefits
This position is eligible for paid sick leave and free employee parking.
What’s Next?
Thank you for your interest! Please submit your resume to hr@wilmingtoncc.org for consideration. Please list in the subject which position you are interested in.