
POSITION SUMMARY

Might be an overstatement to say we are saving the world, but if we can save our little corner of it, we take that as a win. But we can't do it alone. We are working diligently to help people with Substance Use Disorder, which is rampant in our community and the nation. We need someone with knowledge of MAT programs and certification as a medical assistant, certified nursing assistant or licensed practical nurse. Is this the easiest job you'll ever have? No. Will you leave at the end of the day thinking you really helped someone? We think so.

Join this community minded, patient centered organization and make a real difference in patients' lives. Our MAs work hard but take pride in knowing they have made a difference in patients' lives. Our MAs are responsible for helping to deliver quality medical care and patient care management. The MAs provided much needed support to the providers, assist with medical procedures, conduct follow-ups with the patients concerning lab work and other test results, and triage patient calls as needed. MAs also perform phlebotomy work, injections, manage patient records, act as a liaison between patient, hospital, other providers and the practitioners.

REQUIRED EDUCATION AND EXPERIENCE

Graduate of an accredited program for Medical Assistants.

CPR certified or within 30 days of hire

Clinical experience required: Medical Assistant or LPN preferred

Concentration in Medication Assisted Treatment is preferred.

NOTE: All required certifications (to include time and cost) will be the employees responsibility.

RESPONSIBILITIES

- Prepares patients for examination and treatment, including taking histories and vital signs.
- Performs screening procedures as indicated.
- Prepares exam and treatment rooms with necessary instruments, and prepares and maintains supplies and equipment for treatments, including sterilization.
- Performs terminal cleaning of exam rooms.
- May perform a variety of routine blood drawing procedures to include venipuncture, techniques. Routine immunizations, therapeutic injections and inhalation medications via nebulizer under the direction of a provider. Documents in vaccine, laboratory and medication inventory logs, as required.
- Assists providers in preparing for minor surgeries and physicals, and with diagnostic tests, treatments and referrals.
- Triage patient calls as needed, notify patients of applicable results, communicating recommendations of diagnostic studies, while maintaining patient files, records and other information.

EXPECTATIONS

Knowledge of medical practice and care to assist in giving patient care. Knowledge of examination,

diagnostic and treatment room procedures.

Knowledge of medical terminology, basic anatomy, medical equipment and instruments to administer patient care.

Knowledge of common safety hazards and precautions to establish a safe work environment.

Skill in taking vital signs, drawing blood, maintaining records and recording test results.

Ability to maintain quality control standards.

HOMETOWN HEALTH CENTER EMPLOYEE BENEFITS PACKAGE

Earned benefits time (includes sick, vacation, holiday)

Health insurance

Dental insurance

Vision Insurance

Short-Term & Long-Term Disability Insurance

Employer Paid Life Insurance

Supplemental insurances including Cancer, Accident, Specific Illness Insurances, Legal Shield & Identity Theft protection.

401k Plan with Employer Match

Pet Insurance

Educational Benefits

Discount on Verizon services

Hometown Health Center is an equal opportunity provider and employer.