



Baxter Community Center

JOB POSTING **Medical Assistant – Part-Time**

Nature of Work:

The Medical Assistant is the position that provides assistant to the RN, support to patients, management of supplies and equipment, and reports to the Clinic Director and the Executive Director.

Areas of Accountability:

1. Provide support to patients
2. Assist with patient flow, maintaining record of vitals, medications, management of patient charts.
3. Provide support to team members: RN and volunteer doctors
4. Provide support to volunteer Physicians and nurses.
5. Execute administrative duties as requested.
6. Perform clerical duties; patient charts and other documents.
7. Provide interpretation to volunteer providers.
8. Maintain exam room orderliness, supply area organization, and common areas cleanliness.
9. Other duties and projects as requested
10. Participate in oversight of OSHA

Desirable Qualifications and Expectations:

- Pre-employment physical and a physical every 2 years of employment.
- Criminal record statement.
- First Aid training every 3 years.
- Strong verbal communication skills.
- Cross-cultural experience.
- Honest, confidential, loyal and trustworthy.
- Medical Assistant degree required.
- Experience in a diverse, multidisciplinary health services setting preferred.
- Ability to develop and maintain effective interpersonal relationships.
- Excellent verbal and written communication skills.

Other:

- This is a part-time position, Monday-Thursday. Benefits include free childcare for employee's child(ren) during working hours if space is available.

To Apply:

Submit cover letter and resume by August 16, 2010, by mail to: Executive Director, Baxter Community Center, 935 Baxter Street SE, Grand Rapids, MI 49506; or by FAX to: (616) 456-8595; or by email to: info@baxtercommunitycenter.org. Please indicate on any communications the title of the position for which you are applying.