

LifeSpring Pediatrics
Medical Assistant
Job Description

Job type: Full-time; Includes scheduled evening and weekend rotations

Compensation: Hourly rate \$15 per hr; \$31,200 annual salary for Full time 40 hours/week

Benefits: Paid Time Off (PTO): 2 weeks; Paid Sick Leave: 1 week; other benefits per company policy

Reports to: Nurse Manager

Job Purpose

- The mission of LifeSpring is to demonstrate the love of Christ to all who walk through its doors. This person must embody the love of Christ in all interactions with co-workers and patients alike.
- Under the direct supervision of the Nurse Manager, participates in patient care, health education, and assists medical providers in the examination, treatment and management of patients.

Expectations and Conduct

- Follow the “Clinical Policies and Procedures” and “Employee Policies and Procedures”
- Provide emotional, psychological, and spiritual support to patients, and their families.
- Resolve patient problems and needs by utilizing multidisciplinary team strategies.
- Maintain safe and clean working environment by complying with policies and procedures
- Is able to function in a culturally diverse setting

Tasks and Responsibilities

- Patient intake (vital signs, subjective information)
- Administer vaccines as ordered by provider and document accordingly
- Administer nebulizer treatments and use spirometry for all asthma related visits
- Perform screening tests (vision, hearing, lead, Hgb testing, transcutaneous bilirubin)
- Collect and perform rapid laboratory tests as ordered by the provider.
- Collect, prepare and send specimens for outgoing laboratory tests.
- Document and Bill in EHR for nursing visits such as weight checks and immunizations.
- Provide translation for Spanish speaking patients as needed
- Represent LifeSpring at community events as needed
- Perform other duties as required

Qualifications

- High school diploma or equivalent
- Medical Assistant Certificate, CNA Certificate or 2 years of work experience preferred
- Must be fluent in English and Spanish preferred
- Culturally diverse candidates are encouraged to apply

Inquiries regarding this position may be directed to jill.fikkert@lifespringcommunityhealth.org