In light of the COVID-19 pandemic, the majority of appointments at Family Tree Clinic are currently being conducted via telehealth visits. Procedure and lab visits continue to be scheduled in person as necessary. All staff and patients are screened for risk factors and provided masks when entering the clinic.

Position Summary
The Medical Assistant position at Family Tree Clinic is responsible for assisting in the delivery of clinical health care and patient care management. Organize and perform laboratory tests for clinic patients as well as assist in the general flow, communication, medical records, clinical supplies, and maintenance of the clinic. Background or strong interest in LGBTQ health, women’s health, sexual health, community health, and wellness care. Familiarity with electronic health records desired. Adheres to a strict confidentiality policy.

MAJOR RESPONSIBILITIES (not a complete list)

I. Laboratory

- **Phlebotomy**: Obtain a laboratory specimen of sufficient quality and quantity for laboratory testing on adult and adolescent patients. Centrifuge and separate specimen when appropriate.
- **Testing patient samples**: Efficiently and accurately perform testing on patient samples using instrumentation available, following established written procedures. Record patient results in the patient’s electronic health record (EHR) and lab log. Prepare specimens for transport.
- **Quality Control**: Follow established written protocol for Quality Control, recording the results in lab logs.
- **Inventory Control**: Restock as inventory arrives, including indicating arrival on invoices, noting expiration dates, organizing the storage area, and ordering as necessary. Monitor, evaluate, and anticipate cost and availability of existing and new supply requests. Assist with monthly inventory counts for all medications, laboratory and storage areas.

II. Clinical

- **Patient Care**: Monitor patient flow and clinician flow. Communicate to Medical Assistant Manager or Clinic Director with any problems or concerns. Prepare patients for exams by taking vital signs, documenting results in the EHR and rooming patients. Prepare and maintain supplies and equipment for treatments including sterilization of supplies.
- **Clinician Support**: Prepare the room and procedure trays depending on the visit type. Prepare, log, and deliver medications to patients as directed by clinicians.
- **Clinic Maintenance**: Maintain exam rooms; clean after each patient with appropriate disinfectant (per protocol). Restock exam rooms, laboratories, and lavatories at regular intervals. Maintain log of clinical Medical Assistant duties on a weekly/monthly basis including equipment maintenance and system checks.
• **MA Visits**: Maintain flow of MA visit schedule which includes Depo injections, hormone injections, vaccinations, and mantoux testing and readings. Responsible for documentation of MA visits.

III. General / Clerical

• Scan incoming records into the EHR.
• Complete records requests as needed via the process outlined in the MA/EHR book.
• Maintain client records by documenting lab results in a timely manner, maintaining client charts, recording lab results in appropriate log book.
• Assist with miscellaneous clerical tasks as requested.

**Qualifications and Education**

Medical Assistant must have the ability to efficiently perform activities in the areas of laboratory, nursing, clerical and miscellaneous duties. Employee must demonstrate the specific skills, knowledge and abilities acquired through technical training (and experience). Employee must also demonstrate teamwork, accuracy, and attention to detail. Background or strong interest in reproductive and sexual health, LGBTQ health, or community health preferred. Familiarity with electronic health records desired. Graduation from an accredited program for Medical Assistants preferred but not required. Spanish language proficiency is preferred.

**Certificate/Licensure**

Certification from the American Association of Medical Assistants preferred but not required. Current CPR for Healthcare Professionals certification is required, but can be obtained upon hire.

**Typical Working Conditions**

Exposure to communicable diseases, toxic substances, medical preparations, blood, bodily fluids, and other conditions common to a clinical environment. The Medical Assistant position requires a full range of body motion, manual and finger dexterity and eye-hand coordination. Position involves standing and walking with occasional lifting and carrying items weighing up to 50 pounds. Evening and Saturday hours included.

**Salary & Benefits**

The Medical Assistant position is a non-exempt, hourly position. Hourly pay rate is $15.75 + DOQ. This is a part time, benefits eligible position that includes paid holidays, paid vacation, paid sick, and a 2% employer matched retirement plan. Medical and dental insurance options are available.
To apply: Please email resume and cover letter to Sara Emahiser, Medical Assistant Manager:
semahiser@familytreeclinic.org

* Family Tree Clinic is committed to building and maintaining a diverse staff. People of color, LGBTQ-identified individuals and Spanish-speaking individuals are strongly encouraged to apply.

* When applying for jobs at Family Tree, or anywhere really, don’t assume one’s gender based on their name. Please address cover letters by first name only or use Mx.