

JOB DESCRIPTION: Bilingual Clinical Coordinator/Medical Assistant

Position/Title: Bilingual Clinical Coordinator/Medical Assistant
Supervisor: Medical Clinic Manager (Richmond)
Status: FULL TIME

CrossOver Healthcare Ministry offers comprehensive healthcare services to patients who are low income and uninsured or who qualify for Medicaid. Our full time clinics are located on Cowardin Avenue in South Richmond and Quioccasin Road in Western Henrico County.

CrossOver Healthcare Ministry's Mission: to provide high quality healthcare, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

CrossOver Healthcare Ministry's Vision: A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

Overall Responsibility: To support the CrossOver clinical team, providing medical assistant services to CrossOver Healthcare Ministry patients.

Reports To: Medical Clinic Manager

Classification: Full Time, Non-Exempt

Key Responsibilities:

- Take medical histories and record vital signs;
- Enter data into electronic medical system;
- Explain treatment procedures to patients, preparing patients for examination;
- Assist physician (or other clinician) during the examination;
- Provide medical interpretation;
- Provide assistance to clinicians with electronic health records system;
- Draw blood, take electrocardiograms, remove sutures, and change dressings;
- Collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments;
- Instruct patients about medication and special diets prepare and administer medications as directed by a clinician;
- Authorize drug refills as directed, telephone prescriptions to a pharmacy;
- Arrange examining room instruments and equipment, maintain supplies and equipment, keep examining rooms neat and clean;
- Maintain inventory of clinical supplies and order supplies as needed;
- Assist clinicians with patient communications – phone calls, emails or other messaging. ;
- Assist with evaluation and processing of in-kind donations of clinical supplies and equipment;
- Schedule, mentor and train volunteer nurses and medical assistants.

Requires graduation from a Medical Assistant program

Hours: 40 hours per week. Generally 8:30 – 5:00, but some evening and weekend work will be required.

To apply: Please send cover letter and resume to info@crossoverministry.org. No phone calls, please.