

Position/Title: Bilingual Staff Nurse/Bilingual Medical Assistant
Supervisor: Director of Health Education
Status: Full-time

Position Summary: CrossOver Healthcare Ministry is seeking a full-time bilingual Medical Assistant or LPN for our Clinical Coordinator position, Spanish is preferred. The Clinical Coordinator's role is to ensure that quality nursing care is provided to patients through volunteer nurses trained by Clinical Coordinator. Primary duties include clinic supply inventory, maintain medical equipment, oversee nurse volunteers and their assignments, and assist clinicians as needed. This position reports directly to the Director of Health Education. Work hours are 8 a.m. through 4:45 p.m. Monday through Friday, and occasional evening and weekends maybe required.

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.

Hours: 40 hours per week. Generally 8 a.m.–4:45 p.m., but some evening and weekend work will be required.

Key Qualifications:

- Strong interpersonal skills.
- Proficient in Spanish.
- Ability to manage multiple priorities.
- Ability to function as part of a multicultural team.
- Knowledge of computers and various software applications.
- Desire to provide quality care to the poor.

- Certified Medical Assistant degree or LPN.

To apply:

Send resume and cover letter to info@crossoverministry.org.