

Position/Title: TIPS Part-Time Bilingual Medical Assistant
Supervisor: Director of Nursing & Operations
Status: (PART-TIME)

Position Summary:

CrossOver Healthcare Ministry is seeking a part-time Bilingual Medical Assistant for the TIPS Medical Assistant position with our HIV program. The TIPS Medical Assistant role is to support the CrossOver HIV team by providing nursing services to HIV infected and affected individuals enrolled in the HIV program at CrossOver. Primary duties include HIV testing and counseling, working with a multicultural team to improve clients' access to care, retention in care, and improving medication compliance through education and care coordination. This position reports directly to the Director of Nursing & Operations. Work hours are 8:15am through 5:00pm Monday through Friday, and occasional evening and weekends may be required.

Key Responsibilities:

- Answer telephones, greet patients, update and file patient medical records, fill out required forms.
- Take medical histories and record vital signs.
- Explain treatment procedures to patients, preparing patients for examination.
- Assist physician (or other clinician) during the examination.
- Draw blood, prepare patients for X-Rays. 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 from a physician/clinician order.
- Arrange exam room instruments and equipment, maintain supplies and equipment, keep exam rooms neat and clean.
- Help with data entry and reports as required for Ryan White funding.
- Assist with prior authorizations.

Key Qualifications:

- Strong interpersonal skills
- Bilingual English/Spanish
- Ability to manage multiple priorities
- Ability to function as part of a multicultural team
- Knowledge of computers and various software applications
- Medical Assistant

To Apply:

Please send resume and cover letter to info@crossoverministry.org.