



**Job Title:** MEDICAL ASSISTANT – Part-Time  
**Department(s):** Medical Support  
**Position Summary:** Provides health care support services to patients under direction and responsibility of a provider.  
**Supervision Received:** Clinical Operations Manager  
**Supervision Exercised:** None  
**Hours/Week** 24  Full-Time  Part-Time  Exempt  Non-Exempt  
**FLSA Definition:**

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**ESSENTIAL FUNCTIONS:**

- Provides health care support services for all patients (adult and pediatric) as established by clinic protocols and community practice standards
- Actively manages quality initiatives in collaboration with provider and Quality staff. Maintains quality assurance logs.
- Screens and prepares patients for exams according to vital sign screening guidelines
- Assists with exams and minor procedures
- Draws lab specimens
- Follows up on lab specimens (calling for results, documentation of results and follow-up directed by medical staff)
- Keeps exam rooms supplied and clean
- Cleans and autoclaves instruments
- Performs EKG's as ordered by physician
- Administers injections and medications under the direction of a provider
- Operates and maintains clinic lab in absence of lab tech
- Makes appointments with appropriate provider
- Files and maintains provider "in/out boxes"

**CORE REQUIREMENTS:**

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community

- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

**QUALIFICATIONS:**

- High school diploma or equivalent
- Graduation from an accredited Medical Assistant program
- Minimum one year experience working as a Medical Assistant
- Ability to speak Spanish or Somali a plus

**PHYSICAL/MENTAL DEMANDS:**

*These demands are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Frequently required to sit, talk and hear
- Uses hands to finger, handle, or feel objects, tools, or controls
- Occasionally required to stand, walk and reach with hands and arms
- Occasionally lift and/or move up to 10 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**ENVIRONMENTAL /WORKING CONDITIONS:**

*These characteristics are representative of those the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- The noise level in the work environment is usually moderate.