



## Medical Assistant

### **SUMMARY**

The Medical Assistant will work in collaboration with the clinic staff to assess, plan, provide exemplary patient care and implementation of care plans. . The MA I also will assist in administrative and clinical duties as instructed by the Clinic Team Lead, Director of Clinical Operations, Chief Medical Officer, or other medical provider within WHC. The Medical Assistant provides patient care in a holistic and culturally sensitive manner, in a team-based, patient-centered approach, as a part of Waimanalo Health Center's Patient-Centered Health Care Home approach to care.

### **QUALIFICATIONS**

- ❖ Completion of a Medical Assistant Program with 200 hours of clinical externship, military specialist training or completion of two year on-the-job training in medical assisting with 6months of training. National certification preferred.
- ❖ Computer knowledge of Microsoft programs (Outlook, Word and Excel). Prior experience with an EMR system not required but helpful
- ❖ Possess excellent customer service and patient care skills. Interacts in a friendly, professional manner with a diverse patient population, staff, providers, internal and external vendors
- ❖ Ability to communicate and work effectively with the physical and emotional development of all age groups.
- ❖ Familiarity with the communities to be served is preferred.
- ❖ Demonstrates ability to communicate effectively with individuals, groups, and professionals in a culturally appropriate manner.
- ❖ Demonstrates ability to work effectively as a member of a team.

### **EDUCATION AND/OR EXPERIENCE:**

- ❖ High school diploma or GED.
- ❖ Completion of a Medical Assistant Nursing program.
- ❖ Current CPR certification required.
- ❖ Demonstrates ability to both verbally and in writing effectively communicate with the population served and in team or group settings.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- ❖ Graduate from a certified Medical Assistant program and/or have a patient care-training certificate
- ❖ Updated TB skin test result
- ❖ Hepatitis B records or titers
- ❖ CPR/BLS