

Clinical Assistant (Full-time)

Metro Community Health Center is seeking a Medical Assistant who will work in the back office on a full-time basis. This position will support a high performing Physician in a fast-paced environment.

Primary Functions:

Under the general direction of the Chief Nursing Officer, the Clinical Assistant will:

- Oversee the daily flow of the front and back office areas
- Schedule and assign medical assistants and medical receptionists to ensure appropriate staffing
- Rearrange assignments appropriately in the event of call-offs or late attendance
- Conduct new employee orientation and training for new medical assistants and receptionists
- Act as a key communicator between the back-office staff and the Chief Nursing Officer
- Utilize problem solving during daily operational issues, seek assistance from Chief Nursing Officer for more complex problems
- Oversee auditing of charts for completeness of information
- Oversee inventory of back-office supplies
- Oversee Laboratory quality controls
- Actively participate as a member of the Quality Assurance Committee
- May supervise and/or lead lower graded staff and/or students

Required Credentials:

- High school diploma or equivalent
- Successful completion of a medical assistant course, including phlebotomy & injections
- Significant knowledge of medical practices and procedures in a primary care environment.
- Demonstrated success and experience with direct patient services (e.g. phlebotomy) and the proper knowledge and use of medical devices and equipment
- One year of medical assistant experience preferred
- Exceptional leadership skills, time management, and prioritization skills are a must

Preferred Qualifications:

- 2 Years of Medical Assisting Experience
- Front office experience a plus

Metro Offers:

- Competitive wages
- No weekend or holiday hours
- Primarily day hours with one evening per week

Metro Community Health Center is an Equal Opportunity Employer.