



## WASATCH HOMELESS HEALTH CARE, INC. dba Fourth Street Clinic JOB DESCRIPTION

<b>Position Title:</b> Medical Assistant	<b>Date:</b> Dec 2018
<b>Department:</b> Clinical	<b>FSLA Status:</b> Nonexempt
<b>Supervisor:</b> Clinic Operations Manager	<b>Pay Range:</b> \$12.00- \$14.00 per hour
<b>Status:</b> Full-time	

\*Interviewing will take place early January 2019

### **Organization Overview and Function**

Wasatch Homeless Health Care, Inc., (WHHC) dba Fourth Street Clinic, Salt Lake's leading non-profit healthcare provider for homeless Utahns, is a Patient Centered Medical Home that operates with a staff of over 50 and a volunteer network of more than 150. Annually, the clinic serves over 5,000 homeless men, women and children with more than 28,000 primary care, mental health, substance abuse, dental, specialty care and case management visits. The onsite pharmacy at Fourth Street Clinic also dispenses over 60,000 medications annually.

For many Utahns experiencing homelessness, Fourth Street Clinic is their first and only chance at a diagnosis and on-going treatment. By increasing access to primary medical care, Fourth Street Clinic is a major partner in ending homelessness, promoting community health, and achieving across-the-board health care saving.

Fourth Street Clinic is seeking a Medical Assistant (MA) to provide direct care to our patients, assist primary care providers as needed, and work to improve overall health outcomes. This job is past-paced, rewarding and fun.

### **Duties & Responsibilities**

The following information is intended to be representative of the essential functions performed by incumbents in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities. The Medical Assistant position is a 40-hour, full-time position which may include some fluctuation in hours worked per day. Some weekends required.

#### *Principal Responsibilities*

- Performs routine Medical Assisting duties.
- Stocking/inventory of patient exam rooms, medications/immunizations, storage room and lab area.
- Follows all CLIA, HIPAA and OSHA guidelines.
- Reporting all safety concerns with staff and patients to your supervisor immediately.
- Be an active participant in the Medical Assistant/RN team including assisting staff when asked for assistance as well as knowing your scope of practice.
- Logging daily in the MA lab log book (microscope, refrigerator temp. and centrifuge).
- Using the electronic health record to put in vital signs, lab results, orders, etc.



- Assumes responsibility for the training of MA externs and volunteers.
- Capable of working quickly and efficiently under pressure. Work well with others to organize and run efficiently medical provider's clinic schedule.
- Sensitive to the needs of homeless people, but capable of being innovative and assertive with a diverse population in a variety of situations.
- Good organizational skills with emphasis on accuracy, prioritization and reliability.
- General office skills: phone etiquette, basic computer skills, and filing.
- Excellent communication skills with staff, volunteers, patients and all people and community organizations involving Fourth Street Clinic.
- Provides input in development of clinical procedures/setting clinic goals.
- Responsible for specific duties assigned to them by supervising personnel.
- Expected to be prepared to start shift at scheduled time.
- Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.
- Ensuring all actions of patient care are charted correctly and accurately in the Electronic Health Record.
- All other clinic responsibilities included in the employee handbook.

**Qualifications:**

- High school graduate
- Graduate of an accredited Medical Assistant program or equivalent training level
- Knowledge of medical terminology
- CPR certification
- Essential technical skills: verbal communication, organizational, clerical skills a must
- Essential physical requirements: Able to lift up to 50 lbs. Other physical movements include pushing, balancing, stooping, flexing/twisting, ability to spend majority of time on feet, et al.

**How to apply:**

- Send a cover letter and resume to [jobs@fourthstreetclinic.org](mailto:jobs@fourthstreetclinic.org)
- No phone calls, please.