

王嘉廉社區醫療中心
CHARLES B. WANG COMMUNITY HEALTH CENTER
268 CANAL STREET 6/F NEW YORK, NY 10013
Phone (212) 379-6988 Fax (212) 379-6936

JOB ANNOUNCEMENT

The Charles B. Wang Community Health Center, established in 1971, is a non-profit community based ambulatory care facility that provides comprehensive primary care, social services, and health education. The Center emphasizes health promotion and disease prevention with health education and advocacy for increased access to health care services. The Center is currently recruiting the following position:

Job Title: Medical Assistant – Women’s Health Department

Responsibilities:

- Assists with the preparation of patients prior to them seeing the practitioner
- Assists the practitioners with patient care; i.e. dressing changes, Pap Smear, etc.
- Acts as a translator for patients as needed
- Be skilled in taking vital signs, administering tuberculin tests, and performing procedures for specimen collection, routine eye screening, hearing tests, hematocrit, urinalysis, and urine culture
- Performs EKG
- Be familiar with different activities in the nursing area
- Provides patient counseling regarding procedures (Ex. lab tests)
- Maintains inventories and stocking of supplies in examination rooms, nursing and lab areas
- Checks and files lab reports
- Distributes lab reports to practitioners for review
- Assists with the compilation of health statistics
- Maintains logs of required data
- Acts as the patient’s advocate and liaison for preservation of patient's rights
- Participates in off-site screening projects
- Participates in departmental QA and other patient related committees;
- Assists in expanding and enhancing the Women’s Health Services by participating in outreach and community screenings
- Participates in Case Management and patient surveys in maintaining quality assurance

Qualifications:

- Two years experience working in the health care field;
- Basic CPR (BCLS) Certification preferred;
- Related health care education background preferred;
- Bilingual in English/ Chinese.

Salary:

- Commensurate with experience.

Please mail or fax resumes to:

For the Chinatown Location: Tracy Wu, Head Nurse
268 Canal Street, New York, NY 10013
Fax: (212) 379-6930

For the Flushing Location: Holly Lee, Associate Clinical Director
136-26 37th Avenue
Flushing, NY 11354
Fax: (718) 886-2568