



**JOB TITLE:** MEDICAL ASSISTANT

**REPORTS TO:** HEAD NURSE

**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.
- Other related duties as assigned.

**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

**Applicants can email or fax resumes & cover letter to:**  
**Charles B. Wang Community Health Center**  
**Attention: HR Department**  
**268 Canal Street, New York, NY 10013**  
**Fax: (212) 379-6936 Email: [Jobs@cbwchc.org](mailto:Jobs@cbwchc.org)**