

## **Medical Assistant**

**Full-Time**

### **Primary responsibilities**

Reporting to the Clinical Director of Nursing and under the direct supervision of a Registered Nurse, the Medical Assistant performs a variety of direct and indirect patient care activities for pediatric, adolescent and adult patients. These include routine patient care activities, preparatory functions for patients and providers, and other routine and/or related duties that medical assistants are trained and certified to perform.

### **Requirements:**

- High School diploma or equivalent
- Certification from an approved medical assistant program.
- Current CPR certification
- Minimum of 6 months to 1 year post-training preferred.
- Knowledge of patient care clinic, office, and clerical support procedures.
- Ability to work within a team framework.
- Bilingual preferred

### **Skills/Abilities:**

- Highly motivated and detail oriented with strong customer service, organizational, systems and analytical skills.
- Excellent verbal , written communication/presentations skills, and systems applications skills

For consideration, please forward resume and salary requirements to:

**DotHouse Health**  
**Attn: Human Resources Department**  
**Fax (617) 740-2310**  
[dh.jobs@dothousehealth.org](mailto:dh.jobs@dothousehealth.org)

**EEO**

**4/27/2017**