



Job Description

Medical / Clinical Assistant – Western MA

Position Summary

As a member of the primary care team provides outreach services, advocacy and community support referral and coordination for assigned patients. Performs routine medical assistant level activities as assigned.

Responsibilities:

1. Performs screening activities for all assigned patients
2. Phlebotomy
3. Meets with patients in a clinical setting and occasionally in the patient's homes
4. Perform outreach activities.
5. Coordinates community supports that will assist in meeting patient/family needs.
6. Performs clinical assistant activities as assigned by the clinical team.
7. Maintains appropriate written and oral communication on a timely basis.
8. Participates in assessing and improving quality within the scope of responsibilities and throughout the organization as appropriate.
9. Actively participates in the evaluation of own performance and progress.
10. Participates in activities and education to maintain and advance competency.
11. Seeks to maintain a constructive work environment and maintains effective communication with other employees and managers.
12. Makes decisions within the scope of the job, reflecting knowledge of facts and care for employees and members.
13. Complies with the organization's policies and procedures
14. Maintains confidentiality of client and employee information.
15. Communicates a positive image as a representative of CCA.
16. Maintains a clean, safe work area.

Requirements:

- Bilingual in Spanish and English
- Demonstrated ability to function effectively as part of a team
- Ability to be patient, tactful and to interact with patient based on their functional, psychological and cultural needs
- Ability to function independently and with flexibility
- Ability to work effectively with patients, staff and community agencies
- Strong interpersonal and customer relations skills

To apply for position – please click here:
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