

PREGNANCY ASSISTANCE CENTER NORTH
Job Description

Job Title: Certified Medical Assistant (Bilingual preferred)
Hours: 32 to 36 hours/week
Occasional overtime and travel between our two locations is required.
Reports To: Nurse Practitioner/Nurse Manager
Submit resume to: Execassist@pacn.org

SUMMARY

The Medical Assistant is accountable for working directly with clients to perform duties such as scheduling appointments, performing pregnancy and STD tests, delivering program materials, providing referrals, and supporting their engagement with PACN's material assistance program. The medical assistant will assist in maintaining clinic standards for sanitization, confidentiality, and compliance to state and federal guidelines.

QUALIFICATIONS

The qualifications listed below are representative of the knowledge, skill and/or ability required.

Ministry Qualifications: The incumbent must:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position.
- Agree with and be willing to uphold PACN's Statement of Faith and operating policies.

Position Qualifications:

- High School diploma or equivalent, required
- Completion of an approved course of Medical Assistant study, required (**New Grads can apply**).
- Valid certification as a Medical Assistant in the State of Texas, required
- Possess a current Basic Life Support Certification, or obtain certification within one month of employment, required
- Excellent communication and interpersonal skills, required
- Be self-motivated, dependable, responsible, and gifted in administration, and organization.
- Exhibit strong interpersonal and ministry skills.
- Carry out responsibilities with little or no supervision and be willing to travel between locations.
- Exhibit strong vision and leadership skills for administrative organization and management.
- Be detail-oriented.
- Able to work in a fast-paced environment.
- Must be comfortable working in a variety of technology platforms.

RESPONSIBILITIES

- Provide care including determining nature of patient visit, obtaining and recording patient vital signs and preparing patient for diagnostic treatment.
- Perform and assist with various aspects of patient care such as administering medication under general supervision, providing instructions to patients, performing basic lab procedures as instructed, and assisting with medical procedures as appropriate.
- Complete all necessary documentation in patients' medical records in accordance with the clinic's charting policy.
- Maintain a clean, orderly and safe environment for patients and visitors. This includes cleaning, sterilizing and storing instruments in accordance with clinic policies.
- Restock and prepare the medical suites for patient examination.
- Maintain and utilize effective communication skills so as to facilitate open communication with patients, coworkers and visitors.
- Respond to patient and family needs, exercising good judgment and being sensitive to the diverse physical, emotional, spiritual and cultural needs of all parties.
- Comply with established personal protective equipment requirements necessary for protection against exposure to blood and other potentially infectious body fluids, chemical disinfectants, radiation, asbestos, and other hazardous substances.
- Provide client program services support.
- Provide follow up consultation and referral calling as directed by supervisor with respect to call-volume.
- Maintain Athena (medical records system) knowledge and expertise, ensuring proper documentation.
- Maintain Genesis (case management system) knowledge and expertise, ensuring proper documentation.
- Learn and perform Briteworks billing in a timely/concise manner in compliance with program rules/guidelines.
- Participate in daily prayer as part of fostering unity across the ministry.
- Assist in monitoring reception area to assist clients until other staff are available.
- Provide receptionist services as needed: greet clients and visitors, answer and route calls appropriately.
- Assist on-the-job training of new volunteers for the client ministry of PACN.
- Interact with Center Coordinators, Nurse Manager and Nurse Practitioner to relate client or volunteer needs, progress of center, problems, and implementation.
- Help ensure professional service delivery and efficient center operations.
- Scan paperwork.
- Provide medical data entry.
- Perform light office work; competent in Word and Excel.
- Perform opening and/or closing duties as necessary.

The information above is for summary purposes, and is not intended to be a comprehensive list of essential functions.

In the event of circumstances out of PACN's control which may impact ministry demands, PACN reserves the right to repurpose the position to meet the needs of our clients.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in this work environment is usually quiet.

EMPLOYMENT IS AT WILL

In the event an offer of employment is extended, you certify your understanding that your employment will be on an at-will basis, and neither you nor any PACN representative have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with PACN at any time, with or without cause or advance notice. Likewise, PACN will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice. This offer is pending completion of successful background and personal reference checks. In the event of circumstances outside of PACN’s control, we reserve the right to repurpose this position.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND IT. I AGREE THAT NO CONTRACT IS INTENDED.

Employee Signature

Date

Supervisor Signature

Date