

EMPLOYMENT OPPORTUNITY

Bilingual Medical Assistant

The Angel Harvey Family Health Center of the Infant Welfare Society of Chicago (IWS), a comprehensive, community-based health center in Chicago's Logan Square neighborhood, is seeking a Full-Time Medical Assistant (Bilingual English/Spanish).

Responsibilities

The Medical Assistant will assist in examinations and treatment of patients under direction of providers by performing the following duties:

- Interviews patients, measures vital signs, such as temperature, blood pressure, weight and height, and records information in patients' charts
- Stocks and prepares treatment rooms for examination of patients
- Drapes patients with covering and positions instruments and equipment
- Hands instruments and materials to doctor as directed
- Cleans and sterilizes instruments
- Inventories and orders medical supplies and materials as assigned
- Gives injections or treatments, draws blood samples and performs routine laboratory tests
- Assists in Lab
- Administers vaccines
- Working knowledge of EMR systems
- Excellent communication skills and good customer service

Required Qualifications

- Medical Assistant certification **preferred**
- 1- 3 years healthcare experience **preferred**
- Bilingual skills (English/ Spanish) **required**
- CPR **required**

Organizational Overview

IWS envisions a community with healthy bodies and healthy minds, and for more than 100 years and counting, we have fulfilled its mission to empower children and families to lead healthy and productive lives. IWS serves vulnerable communities, providing access to a continuum of integrated and coordinated health care, including pediatric health, adult health, prenatal care, oral health, child development, behavioral health, optometry, care coordination, and nutrition and exercise programs.

If interested, please submit resume to Candice Collier at collierc@infantwelfare.org.

