



EMPLOYMENT OPPORTUNITY

Medical Assistant

IWS Family Health, a community health center providing preventive health care services to children and families, seeks a Medical Assistant (Bilingual English/Spanish) to work as a critical part of its Medical Team.

Position Responsibilities

- Interview patients, measures vital signs, such as temperature, blood pressure, weight, and height, and record 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 and performs routine laboratory tests.
- Assist in Lab
- Administer vaccines
- Other duties assigned by provider

Knowledge, Skills, and Abilities

- Certificate from college or technical school as a Medical Assistant
- Certification preferred, not required
- Three to six months experience in pediatric clinic vaccine program is desirable.
- Bilingual (English/Spanish) ability is required
- Problem solving; Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics. Ability to work in a fast paced environment.
- Ability to multitask and prioritize duties.

Compensation and Benefits

IWS Family Health provides a competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, health, dental, life and vision insurance options, as well as a 403B option.





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Organizational Overview

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit **cover letter and** resume to HR at hr@iwsfamilyhealth.org by **DATE**.

