



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/Polish) to work as a critical part of its Operations Team at our Dunning location (**6416 W. Belmont Ave. Chicago, IL 60634**).

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 assigned
- Gives injections or treatments and performs routine laboratory tests.
- Administer vaccines.
- Assist in lab and 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/Polish) ability is required.
- Problem solving; Identifies and resolves problems in a timely manner; gathers and analyzes 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. This hourly pay for this role is between \$21 - \$22/hr., depending on experience and certification.

Organizational Overview

For over 100 years, IWS Family Health has provided healthcare services and support to children and families in the Chicagoland area. Our main location, IWS Family Health – Logan Square, offers full-service care for all ages, including pediatrics, adult health, prenatal care, dental, and more. Our new pediatric site, IWS Family Health – Dunning, is dedicated to care for children. Both locations are committed to providing high-quality, accessible healthcare for Chicago families. IWS Family Health is a Federally Qualified Health Center Look-Alike, a member of the Illinois Primary Healthcare Association (IPHCA) and the National Association of Community Health Centers (NACHC) and receives strong support from the community and local philanthropic leaders.

Please submit a cover letter and resume to HR at hr@iwsfamilyhealth.org by 7/6/25.

