



## 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 Operations Team (**3600 W. Fullerton 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/Spanish) 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](mailto:hr@iwsfamilyhealth.org) by 7/6/25.

