Job Title: Medical Assistant
Job ID: BC8-2018
Location: Brooklyn College Health Clinic (BCHC)
Full/Part Time: Full-time (Student-fee funded position)

POSITION DETAILS

The Brooklyn College Health Clinic (BCHC) seeks a full-time Medical Assistant. Join our friendly and caring team providing free health services for Brooklyn College students. Please learn more about our clinic at: http://brooklyn.cuny.edu/healthclinic/.

This is a full-time (35-hours/week, Monday-Thursday), 12-month, student-fee-funded position.

The Medical Assistant will report to the Associate Director of the Health Clinic.

The Medical Assistant will be responsible for:

• Oversee the processing of laboratory requisition forms;
• Triage patient visits in consultation with clinic practitioners, and in accordance with accepted clinic protocols;
• Inventory and stock examination rooms and laboratory supplies;
• Disinfect examination rooms and laboratory surfaces;
• Chaperone patient visits with a clinician;
• Perform phlebotomy when blood work ordered by clinician;
• Take basic screening for temperature, weight, blood pressure, pulse and respiratory rate determinations;
• Perform diagnostic testing within established protocols, (such as urine pregnancy tests, finger-stick glucose levels, EKG), and clinical procedures, (such as nebulizer treatment), when ordered by clinician;
• Plant tuberculosis skin tests and interpret results with supervision;
• Assist clinicians with medical procedures;
• Sterilize medical equipment as indicated by clinician;
• Perform other administrative duties including greeting and registering patients, scheduling appointments, answering telephones, retrieving and filing medical charts and laboratory reports, and data entry.
• Must be able to work Monday through Thursday and between the hours of 9:00am-7:00pm

QUALIFICATIONS

• Certification as a Medical Assistant;
• Experience using computerized record keeping
• Excellent customer service skills on the phone and in person
• Prior experience in a college health setting is preferred
• Must maintain knowledge and ensure compliance of HIPPA Laws

COMPENSATION

$40,000 - $45,000; Commensurate with experience and qualifications
HOW TO APPLY
To be considered, please email a cover letter, resume and contact information for three references to bcjobs@brooklyn.cuny.edu and reference Job ID# BC8-2018.

CLOSING DATE
November 21, 2018

Brooklyn College is an EO/AA Employer.