

Job Title:	Medical Assistant
Job ID:	BC12-2019
Location:	Brooklyn College Health Clinic (BCHC)
Full/Part Time:	Full-time

POSITION DETAILS

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

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

The Medical Assistant will be responsible for the following duties:

- Manage the processing of laboratory requisition forms including Inventory and stock examination rooms and laboratory supplies;
- Triage patient visits in consultation with clinic practitioners, and in accordance with accepted clinic protocols;
- Disinfect examination rooms and laboratory surfaces;
- Assist clinicians with medical procedures and 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;
- 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. This position is 35 hours per week.

MINIMUM QUALIFICATIONS

- Certification as a Medical Assistant
- Must maintain knowledge and ensure compliance of HIPPA Laws

PREFERRED QUALIFICATIONS

- Prior experience in a college health setting
- Experience using computerized record keeping
- Excellent customer service skills on the phone and in person

COMPENSATION

\$40,000 - \$45,020; Commensurate with experience and qualifications

- This position is student-fee funded and subject to annual funding.

- This position is not eligible for overtime.
- Annual Leave and Sick Leave can be accrued
- Health Insurance options are available
- Pension plan can be implemented after the completion of a year of service.

HOW TO APPLY

To be considered, please email a cover letter, resume and contact information (name, phone number, and email address) for three references to studentaffairs@brooklyn.cuny.edu .

CLOSING DATE

Review of applications to begin November 1, 2019 and will continue until filled.

Brooklyn College is an EO/AA Employer.