



E.O. Posting No. 0109

EMPLOYMENT OPPORTUNITY

Title: Medical Front and Back Office Specialist/Medical Assistant

Program: St. Joseph Health Point - Franklin

Beginning Salary: Negotiable

Travel Required: 5%

Duties: Operation of both front office and patient care; conducts check-in and check-out process, patient registration, and medical records maintenance; provides patient care including education of patients and assistance to the providers and staff including vital signs, history taking, injections, laboratory services of venipuncture, finger sticks and urinalysis; and other duties as assigned.

Education & Work Experience

Required: Bilingual skills in English and Spanish; High school diploma or equivalent

Preferred: Previous related experience in a physician office or other clinical setting

Certifications/Licenses

Preferred: Certification as a Medical Assistant, Certified Nurse Assistant, or EMT; CPR certified or willingness to become CPR certified

Resumes/applications are being accepted until position is filled.

Submit resumes/applications to: Diane Molina at DMolina@bvcaa.org

Please visit www.bvcaa.org for an employment application.

EOE

Date Posted: 01/24/12