



About the Agency: Health Imperatives is a non-profit community-based agency, serving nearly 30,000 families and individuals in Southeastern, MA each year. Our mission is to improve the health and wellbeing of low-income or vulnerable families and individuals in Southeastern Massachusetts. We accomplish this mission through administering both health and violence intervention and prevention programs and services.

JOB ANNOUNCEMENT

TITLE: Medical Assistant - Bilingual Portuguese and Spanish - for multiple sites on South Coast, Plymouth, and Martha's Vineyard

HOURS: Full-time Monday through Friday including evenings

SALARY: \$19.39 per hour plus benefits

DUTIES: The Medical Assistant will work within a sexual and reproductive health services team to support the provision of clinical services by:

- Performing routine lab functions and testing including phlebotomy, urine pregnancy testing, HIV and Hepatitis testing; preparing specimens for transport; and maintaining laboratory controls.
- Preparing and maintaining exam rooms, rooming patients.
- Obtaining and recording client's personal medical history, including gynecological, obstetrical, and sexual history.
- Entering client data into an electronic health record system.
- Providing clients with non-judgmental and accurate information regarding reproductive health issues, contraception, sexually transmitted infections, HIV, Hepatitis, pregnancy, and pregnancy prevention.
- Leading morning clinic huddle
- Other duties as assigned by the Site Manager.

REQUIRED QUALIFICATIONS: Medical Assistant Certificate, Bilingual Portuguese, high school diploma, and prior experience as Medical Assistant in a busy office; computer literacy essential. Must demonstrate good interpersonal and communication skills in English and be sensitive to the needs of a culturally diverse population; prior experience working with low income and vulnerable populations; demonstrated ability to communicate unbiased reproductive health knowledge to patients (adolescents and adults of all genders) in an effective and culturally competent, non-judgmental manner.

PREFERRED QUALIFICATIONS: Bilingual Portuguese and Spanish. GYN experience preferred.

To apply, please visit www.healthimperatives.org/careers

HEALTH IMPERATIVES ENCOURAGES MULTI-CULTURAL AND MULTI-LINGUAL DIVERSITY IN ALL OF ITS PROGRAMS.

AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER M/F/D/V