



JOB ANNOUNCEMENT

About the Agency: Health Imperatives is a non-profit community-based agency, predominantly serving families and individuals in Southeastern, MA. 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.

TITLE: Floating/Traveling Medical Assistant

LOCATION: Travel to SRHS clinics in southeast Massachusetts including Brockton, South Shore, South Coast, and Cape and Islands required

HOURS: Full time (35 hours per week) Monday - Friday including evenings

SALARY: \$20 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 providing the following

- Performs routine lab functions and testing including phlebotomy, urine pregnancy testing, HIV and Hepatitis testing and prepare specimens for transport
- Room patients and obtain and record client's personal medical history including gynecological, obstetrical and sexual history
- Accurately enter data in to electronic health record system
- Provide clients with non-judgmental and accurate information regarding reproductive health issues, contraception, sexually transmitted infections, HIV, Hepatitis, pregnancy and pregnancy prevention.
- Lead morning clinic huddle
- Prepare and maintain exam rooms and maintain laboratory controls
- Other duties as assigned by the Site Manager.

REQUIRED QUALIFICATIONS: **Bilingual Portuguese speaking**, Medical Assistant Certificate, high school diploma, and prior experience as Medical Assistant in OB GYN 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: Experience with insurance billing preferred.

Please send all resumes to humanresources@healthimperatives.org

HEALTH IMPERATIVES ENCOURAGES MULTI-CULTURAL AND MULTI-LINGUAL DIVERSITY IN ALL OF ITS PROGRAMS.
AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER M/F/D/V