

CAMILLUS HEALTH CONCERN, INC.

JOB POSTING

Title: **Medical Assistant – HIV Services**

Reports to: **HIV Services Administrator**

Position Summary: The Medical Assistant (MA) for HIV Services serves as a routine Counselor and Tester. The MA is responsible for conducting HIV testing and individual counseling sessions. The MA collaborates with all clinic staff to ensure patient access to all HIV program areas.

Responsibilities:

- Comply with Camillus Health Concern's Mission, Vision, and Values and Compassionate Care Standards
- Provide HIV counseling and traditional and rapid HIV testing following all agency, Department of Health and CDC protocols
- Conduct routine HIV counseling and testing at Camillus Health Concern clinic sites
- Utilizing the mobile testing unit, provide street based HIV counseling and testing
- Assist with patient examinations
- Record vital signs, height and weight measurements
- Sanitize clinical work spaces
- Maintain medical laboratory log book
- Retrieve and file diagnostic tests (i.e., x-rays lab work) information on a daily basis
- Autoclave medical equipment as needed
- Make outside appointments and referrals for clients
- Stock, order and organize necessary medical supplies and forms for all clinical areas
- Monitor incoming phone calls for medical staff
- Administer necessary medications under the direction of a licensed physician
- Phlebotomy
- Provide patient education
- Perform simple diagnostic (i.e., EKG, Hemocue, urine dip, etc.)
- Assist as needed to ensure the smooth operation of the clinic
- Follow all relevant policies and procedures, i.e. confidentiality, safety and security, and transportation
- Support evaluation activities as required
- Participate in educational/in-service trainings as needed
- Perform any other department or agency related duties or special projects as directed by Supervisor

Requirements:

- High School Diploma or GED equivalent
- Medical Assistant Certificate from an accredited training school
- Previous experience in medical setting
- Phlebotomy experience
- Computer Proficient
- Strong oral communications skills
- Demonstrated ability to work effectively with multidisciplinary teams
- Permanent and current State of Florida Driver's License.
- Commitment to the Mission of Camillus Health Concern, Inc.
- Bilingual (English/Spanish), Creole a plus

Preferred Qualifications:

- HIV/AIDS/STD/TB/and Substance Abuse knowledge
- Previous patient care experience with the homeless and/or underserved population
- Strong organizational skills
- Culturally sensitive to the needs of underserved populations

CAMILLUS HEALTH CONCERN, INC.
JOB POSTING

Primary Site: Camillus Health Concern, Inc.
336 NW 5th Street
Miami, FL 33128

Work Schedule: Full-time: Monday, Tuesday, Thursday and Friday – 8:30 AM to 4:30 PM
Wednesday – 12:00 PM to 8:00 PM
Additional evenings required, weekends as needed

Physical Requirements: (N= Needed, P= Preferred, N/A= Not Applicable)
Sitting (N); Standing (N); Walking (N); Lifting (N); Carrying (<25 lbs) (N); Kneeling (N);
Pushing/Pulling (N/A); Bending/Stooping (N/A); Climbing (N/A); Reaching (N);
Crawling/Crouching (N/A); Repetitive Motions (N)

Executive Director's Approval

Date

*** My signature indicates acceptance of my Job Description and the attached Values of the Brothers of Good Shepherd which I commit to practice daily, of which Human Resources has provided me a copy.**

****I acknowledge that this position is for a period of one year through December 31, 2012 and may or may not be renewed for a consecutive term.**

Employee's Signature

Date