



C.A.R.E.S.

National Health Services, Inc.

Our Mission "Health for All"

A NOT FOR PROFIT CORPORATION 501 (c) 3 TAX EXEMPT
659 S. Central Valley Highway • P. O. Box 1060 • Shafter, CA 93263
Administration (661) 459-1900 • Fax (661) 459-1944 • TDD (800) 735-2929
www.nhsinc.org

JOB DESCRIPTION

Title: Medical Assistant I

Job Summary: The person in this position is part of the team concept in the Center's health delivery system, which is devoted to the delivery of primary care in an ambulatory setting with emphases on prevention and health maintenance. Assist the R.N., L.V.N., and the clinical staff in performing their duties and carrying on the necessary functions required in accordance with established policies and procedures.

- Job Duties:**
- (1) Prepare patient for examination.
 - (2) Note brief history or the reason for visit in the patient's chart.
 - (3) Take and record height, weight, and blood pressure, pulse rate, respiration, temperature.
 - (4) Assist the clinical staff in completing examination and procedures as instructed.
 - (5) Take health history for prenatal and family planning patients.
 - (6) Completely fill out lab slips and other forms, when necessary.
 - (7) Administer medications and injections as ordered.
 - (8) Follow universal precautions to protect self and patients.
 - (9) Assist the medical staff in patient education and family planning counseling.

- Buttonwillow Health Center*
Medical (661) 764-5211
Dental (661) 764-5257
FAX (661) 764-6311
- Lost Hills Community Health Center*
Medical (661) 797-2667
Dental (661) 797-2677
FAX (661) 797-2675
- Wasco Medical & Dental Center*
Medical (661) 758-2263
Dental (661) 758-5903
Women's Clinic (661) 758-0680
FAX (661) 758-8132
- Taft Community Medical & Dental Center*
(661) 765-5044
FAX (661) 763-1281
- Joy Cariño Kimpo Family Medical Center*
(661) 721-7080
FAX (661) 721-8944
- Delano Family Dental & Women's Health Center*
(661) 454-1700
FAX (661) 454-1716
- Shafter Community Medical & Dental Center*
(661) 746-9194
FAX (661) 746-9197
- Joy Cariño Kimpo Women's Health Center*
(661) 459-1800
FAX (661) 459-1821
- Oildale Community Health Center*
(661) 392-7850
FAX (661) 215-2349
- Tehachapi Community Health Center*
Medical (661) 822-9054
FAX (661) 822-9082
- Ridgecrest Community Health Center*
Medical (760) 446-7978
FAX (760) 446-5998
- Rosedale Community Health Center*
Medical (661) 387-6930
FAX (661) 387-6935



Accredited by Joint Commission Accreditation Health Organization

Dedicated to The Memory Of: Dutch Houchin; Mary & Harvey Holloway
We are an Equal Opportunity Employer

Job Description
Medical Assistant I
Page Two

- (10) Stock exam rooms with supplies.
- (11) Complete MA Performance Criteria training sheet.
- (12) Perform CLIA Waived Testing
- (13) Interpret for the clinical staff when necessary, "Spanish/English".
- (14) Under the direction of the nurse or provider in charge, takes responsibility of medical supplies and cleaning of the medical instruments and equipment.
- (15) Provide HIV/Antibody counseling in accordance with established protocols and in compliance with State and Federal requirements.
- (16) Obtain laboratory samples and complete paper work as ordered by the provider.
- (17) Any other duties or responsibilities the clinical staff may assign from time to time and when the need arises.

Job Requirements:

- (1) Ability to work under pressure.
- (2) Ability and willingness to treat all patients with the utmost kindness and consideration in the most trying situations.
- (3) Friendly personality with the desire to work with the public.
- (4) Ability to handle multi-functions.
- (5) Understanding of community based organizations.
- (6) Promotes and believes in NHSI mission statement "Health for All".
- (7) Ability to relate to the public regardless of ethnic, religious and economic status.
- (8) Must be willing to work at any National Health Service, Inc., location, other than the assigned site and be agreeable to work weekends, if so needed.

Job Description
Medical Assistant I
Page Three

- (9) Must obtain a Valid California Drivers License at all times plus proof of insurance, to allow you to be placed in all National Health Services clinics if needed.
- (10) Commitment to the concepts of preventive health care program and team approach to health care delivery.

Qualifications, Education, and Experience:

- (1) Must have High school diploma or equivalent and have successfully completed and graduated from a medical assistant program.
- (2) Must have a Venipuncture Certificate or equivalent
- (3) Bilingual in English/Spanish may be required
- (4) Prior experience as medical assistant is helpful
- (5) Must have a current CPR Certificate

Responsible To: Senior MA/ Regional Clinical Coordinator

Classification: Full or Part Time Position, Non-exempt

Approved By: Wayne H. [Signature]

Date: Sept. 1, 2009