



**Job Description  
Medical Assistant (Clinic)**

<b>Job Title:</b> Medical Assistant	<b>Reports To:</b> Clinic Manager
<b>Department:</b> Clinic	<b>Position Number:</b>
<b>FLSA:</b> Exempt___ Non-Exempt___x___	<b>Employment Type:</b> FT___x___ PT___ TEMP___

**If you are interested in submitting your resume to us, please complete our online Employment Application form on our website. [www.clinicatepeyac.org](http://www.clinicatepeyac.org)**

**Please include documented evidence of experience in your cover letter and resume. In addition, identify three professional references.**

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**MISSION STATEMENT:** Clínica Tepeyac’s mission is to provide culturally competent health care and preventive health services for the medical underserved.

Now in its 21<sup>st</sup> year, Clínica has distinguished itself as a dynamic organization with visionary leadership, dedicated to eliminating health disparities for residents in the Denver Metro area.

Clínica Tepeyac is a \$4 million operation that, in August 2015, was designated as a Federally-Qualified Health Center (FQHC). Given the additional resources that come as an FQHC (financial, best practices, workflows, etc.) and a vision by 2020 to triple visits, add dental and pharmacy services, it is essential to help maintain Clínica’s philosophy of treating patients as honored guests in our home.

**JOB SUMMARY:** Functions as a member of the medical team performing basic medical assisting duties. Adheres to the spirit of La Clínica Tepeyac mission statement while performing assigned duties.

**A. MINIMUM QUALIFICATIONS:**

**1. Education:**

- High school diploma or GED.
- Graduate from a medical assistant program.

**2. Experience:**

- One year of clinical work as medical assistant preferred, or three years’ experience in a medical field.

**3. Knowledge, Skills & Abilities:**

- Ability to learn addition medical and procedural skills. Ability to relate to co-workers, patients and sensitivity to each individual needs. Bilingual English/Spanish preferred.
- Sensitivity to low income and ethnic minority community a must.
- Bilingual English/Spanish.

**B. ESSENTIAL DUTIES & RESPONSIBILITIES:**

Assists with direct patient care procedures and related task: checks in patients, obtains and records patient histories, vital signs including blood pressure, height, weight, head circumference, pulse, pain scale and respirations. Maintains patient flow through the clinic while adhering to confidentiality in all phases of work. Performs routine procedures such as venipuncture, EKG’s, vision testing, hearing testing, and ear irrigation. Maintains medical records, logs and charts. Schedules and monitors patient appointments; may coordinate routine office activities and administrative functions in support of clinic activities. Acts as a translator as needed for providers. Performs duties as assigned.

**Supervision: None**

**Certification/Licensure/Registration:**

None needed. Certification or registration required.

**PHYSICAL AND MENTAL REQUIREMENTS:**

<b>Physical and Mental Requirements: Place the appropriate “Amount of Time” code for each of the following: 0 = None;                    1 = less than 1/3;                    2 = 1/3 to 2/3;                    and 3 = more than 2/3</b>			
<p><b>PHYSICAL:</b>  <b>1</b> Lifting &lt; 10 lbs. - Light  <b>1</b> Lifting 10 - 20 lbs. - Light-Med  <b>0</b> Lifting 21 – 40 lbs. - Medium  <b>0</b> Lifting 41 – 80 lbs.- Med Heavy  <b>0</b> Lifting 81 – 120 lbs. - Heavy  <b>0</b> Lifting &gt; 120 lbs. – Very Heavy  <b>0</b> Pushing/Pulling &lt; 20lbs  <b>0</b> Push/Pull 20 – 50 lbs.            Other: Describe:</p>	<p><b>ACTIVITIES:</b>  <b>2</b> Sitting  <b>2</b> Standing  <b>1</b> Bending  <b>0</b> Kneeling  <b>0</b> Squatting  <b>1</b> Walking (Distance)  <b>2</b> Climbing (Steps, etc.)  <b>1</b> Reaching (overhead, extensive, repetitive)</p>	<p><b>MENTAL/SENSORY:</b>  <b>3</b> Strong Recall  <b>3</b> Reasoning  <b>3</b> Problem Solving  <b>3</b> Hearing  <b>3</b> Seeing/Sight  <b>3</b> Talk/Speak Clearly  <b>3</b> Write legibly  <b>3</b> Reading  <b>3</b> Concentration  <b>3</b> Logical Thinking</p>	<p><b>EMOTIONAL:</b>  <b>3</b> Fast pace environment  <b>2</b> Steady pace  <b>3</b> Able to handle multiple priorities  <b>3</b> Frequent &amp; intense customer interactions  <b>3</b> Able to adapt to frequent change  <b>3</b> Works under deadlines  <b>3</b> Process complex info  <b>3</b> Works as part of a team</p>

**ENVIRONMENTAL REQUIREMENTS:**

<b>Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following:</b>			
<b>0 = None;</b>	<b>1 = less than 1/3;</b>	<b>2 = 1/3 to 2/3;</b>	<b>and 3 = more than 2/3</b>
<b>0</b> Blood and body fluids <b>0</b> Biohazards (e.g., bacteria, fungi, viruses) <b>0</b> Radiation (ionizing, laser, microwave) <b>0</b> Toxins, cytotoxins, poisonous substances <b>0</b> Chemicals <b>0</b> Hazardous materials other than blood and body fluids <b>1</b> Communicable disease <b>1</b> Combative situations	<b>1</b> Working Outdoors <b>0</b> Hot, cold, wet surroundings <b>0</b> Dust, fumes, gases, mist, powders <b>0</b> Loud or unpleasant noises <b>0</b> Electrical hazards <b>0</b> Grease and oil <b>0</b> Vibration <b>0</b> Heights <b>0</b> Moving mechanical parts <b>0</b> Wear protective clothing/equipment <b>0</b> Use hand or power tools <b>0</b> Operate vehicles/machinery	<b>DAILY ACTIVITIES?</b> <b>3</b> Continuous keyboard use >2 hrs or intermittent keyboard use > 4 hrs <b>0</b> Performance of same motion/motion pattern every few seconds greater than 2 hours at a time <b>0</b> Vibrating or impact tools/ equipment greater than a total of 2 hrs <b>0</b> Forceful hand exertions greater than a total of 2 hours	
Type of protective clothing, equipment, hand or power tools, vehicles and machinery used: None			

*The above statements are intended to describe the general nature and level of work being performed by an employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*