



Medical Assistant – Okeechobee Blvd.

About Us

Be a part of a growing and reputable Team that is making an impact in their community! FoundCare, Inc. is a non-profit health care provider with convenient locations in Palm Beach County. FoundCare's mission is to fulfill unmet healthcare and social service needs of individuals and families in Palm Beach County. In order to accomplish this mission, FoundCare operates a Federally Qualified Health Center that offers pediatric and adult primary care, chronic disease management, infusions, behavioral health counseling, laboratory work, X-rays and dentistry, as well as an on-site pharmacy.

Primary Purpose

Perform administrative and certain clinical duties under the direction of the RN Supervisor. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Essential Job Functions

- Record patients' medical history, vital statistics and information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Authorize drug refills and provide prescription information to pharmacies.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Prepare and administer medications as directed by a physician.
- Show patients to examination rooms and prepare them for the physician.
- Explain treatment procedures, medications, diets and physicians' instructions to patients.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.
- Assist with agency fundraising activities as requested, including promoting events, selling tickets, soliciting donations, and other tasks to support events.
- Understood and agreed that in this position you will not drive for business purpose what so ever.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of handling administrative tasks and the information and techniques needed to diagnose and treat human injuries, diseases, and deformities.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing using the English language, with or without the use of auxiliary aids or services.
- Ability to review, understand, and apply concepts presented in training programs, conferences, and/or professional literature.
- Clear understanding that FoundCare provides information on educating individuals about safer sex practices that could include but not be limited to exposure to explicit language, explicit printed material, and descriptions of explicit sexual activities, as part of the agency's mission in the prevention and transmission of HIV disease.

Physical Requirements

- Ability to endure short, intermittent, and/or long periods of sitting and/or standing in performance of job duties.
- Transport him/herself to other departments, conference rooms, and on occasion, to off-site locations to accomplish job responsibilities, attend meetings, workshops, seminars, etc.
- Accomplish job duties using various types of equipment/supplies, e.g. pens, pencils, calculators, computer keyboard, telephone, etc.

Minimum Qualifications

- High school diploma or equivalent.
- Successful completion of Medical Assistant Program
- Possess excellent office/clerical skills.
- One to two (1-2) years experience as a Medical Assistant in Primary Care
- Ability to interact and work with diverse populations.
- Ability to lift and carry objects weighing up to 25 pounds.
- Knowledge of medical terminology preferred.
- Previous experience in a patient care setting.
- Possess superior organizational, interpersonal, written/verbal communication skills. PC Proficient.
- Knowledge of HIV/AIDS issues as indicated by experience working in AIDS-related field, or with related social/medical problems in a community setting.
- Flexible schedule, allowing for weekends or evenings as needed.

FoundCare offers an excellent compensation package including

- Competitive base salary
- Full suite of benefits ~ Medical, Dental, Vision, Life, STD/LTD, Retirement plan with Company Match
- Generous Paid Time Off
- Company Paid Holidays
- Opportunities for professional growth
- Career advancement