

JOB VACANCY NOTICE

**POSITION:** Medical Assistant (Temporary-Full-Time)  
Primary Care

**PAY GRADE:** C

**WAGE:** \$20,670 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Schedules patients and answers incoming calls.
- Completes initial processing of patients.
- Checks laboratory results, referring all abnormal findings to appropriate staff.
- Provides counseling instruction and education as directed by clinical staff.
- Assists MD or Nurse Practitioner in exam rooms.
- Dispenses routine patient supplies or prescribed medications as directed.
- Assists in the operation of the office.
- Maintains accurate records, required forms, invoices, charts files, etc.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Successful completion of an accredited medical assistant training program; persons with a minimum of 2 years' actual experience as a Medical Assistant may be considered.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Ability to read and write and understand and carry out directions/instructions.
- Ability to communicate effectively.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING #18116-NO LATER THAN MAY 17, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**