

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://crescentcare.org/contact/join-our-team/>

### **Spanish Speaking Medical Assistant**

The Medical Assistant (MA) has duties and responsibilities related to patient care in the ambulatory clinic environment. The individual displays responsible behaviors, communicates effectively to others and functions as a member of the healthcare team. The MA functions under the direct supervision and authority of the provider when performing clinical tasks during patient care. The MA reports to the nursing supervisor, who is responsible for administrative supervision, staff development, and orientation of the MA to the area's policies and procedures. The MA must demonstrate competency in all skills related to the performance of patient care. The MA maintains an inventory of examination/procedure room supplies, assists in the organization of efficient patient flow, and organizes the clinic environment to assure patient safety. The MA demonstrates problem-solving skills as they relate to patient care activities, provides guidance for and acts as a role model for Medical Assistants in the clinical area.

### **Position Requirements**

- The minimum experiential level required for the position is 1 year in clinical setting
- Ability to work flexible hours
- Necessary technical skills to use electronic health record, incident reporting system, email, and other information systems
- Federal criminal background check
- 40 hours of work per week

### **Certification Requirements**

- Completion of an accredited Medical Assistant training program, community college, and/or vocational school
- Basic Life Support (BLS) certification

### **Education Requirements**

- High School Diploma or equivalent
- If hired, documented proof of highest level of education completed must be delivered on first day of employment

### **Preferred Qualifications**

- Fluent in written and spoken Spanish
- Federally Qualified Health Center (FQHC) experience
- HIV/AIDS Knowledge and Patient Experience
- Experience working with the LGBTQ community

## **Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

## **What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery  
Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services  
Food and Housing Assistance • Smoking Cessation • Syringe Access Program  
Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

## **Our Offer to You: An Extensive Benefits Package**

- All Employees are W-2 Status
- Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance
- 11 Paid Holidays, in addition to Vacation and Sick Days
- Medical Insurance (Two Plan Options)
- Vision Insurance
- Long-Term Disability
- Short-Term Disability
- 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution
- Discount Programs

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*