

## **Medical Assistant**

The Medical Assistant (MA) has duties and responsibilities related to patient care in the ambulatory clinic environment. The qualified candidates will maintain inventory of examination/procedure room supplies, assists in the organization of efficient patient flow, and organizes the clinic environment to assure patient safety.

## **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.

## **Services Provided**

LGBTQ Health & Wellness, Transgender Health Services, PrEP/PEP Services, Hepatitis C Services, STI Testing & Treatment, Additional HIV Support Services, Harm Reduction Services, Health Education, Medical Nutrition Therapy, Legal Services, Adult Primary Medical Care, Women's Health, Pediatrics, Dental, Behavioral Health

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

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

## **Requirements**

- Two (2) years in a medical office with hands on experience with insurance, patient accounts and Electronic Medical Records
- Two (2) years of Data Entry experience
- Demonstrated Technical & Computer Skills Appropriate for the Position
- Federal Background Check
- Negative Tuberculosis Test
- Evidence of a Flu Vaccination since November 1, 2019. Employees who decline the vaccine must wear a surgical mask at all times during work hours.

## 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

## Certification Requirements

- Basic Life Support (BLS) certification
- Advanced Cardiovascular Life Support (ACLS) certification

## Preferred Qualifications

- Fluent in Written and Spoken Spanish
- Federally Qualified Health Center (FQHC) experience
- HIV/AIDS knowledge and patient experience
- Experience with the LGBTQ community

No Relocation Package Available

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

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=73777&clientkey=5F5F5E57795400143D302CCF0F9143DD>

*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.*