



CASA de SALUD

Always by Your Side

Part-Time Medical Assistant

ABOUT CASA DE SALUD

Casa de Salud (Casa) delivers high quality clinical and mental health services for uninsured and underinsured patients, focusing on new immigrants and refugees who encounter barriers to accessing other sources of care. Casa's vision is to combine low-cost access to treatment with a focus on long-term prevention that results in better health and lower costs. Casa is unique in that it is the only organization in the metro area that offers the new immigrant community low-cost access while also acting as a portal to other services through our collaboration with numerous health and social service organizations throughout the metro St. Louis area.

POSITION SUMMARY

Reporting to the Lead Nurse, the Medical Assistant provides direct support to Casa physicians and other providers to assure high quality, HIPAA-compliant, culturally appropriate care to clients.

RESPONSIBILITIES / SKILLS

- Professional, timely, and appropriate communication about issues related to patient care and clinical operations
 - Ability to work as an effective member of a team
 - Adheres to safety policies and procedures
 - Preparation for clinic session and room turnover throughout clinic session
 - Patient intake and exit
 - Clinical activities such as vaccine administration, equipment sterilization, in-house labs, limited medication administration
 - Administrative duties including calls to patients and pharmacies, documentation, chart filing, etc.
 - Other duties as assigned
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QUALIFICATIONS

- Oral and written English fluency required
 - Oral and written Spanish fluency highly preferred
 - Commitment to working with medically underserved patient populations
 - Strong interpersonal skills and ability to communicate effectively with organizational leadership, Casa providers, patients from diverse backgrounds, volunteer interpreters, and colleagues from within and outside the organization
 - Strong, collaborative problem solving skills
 - Ability to handle high work volume, prioritize urgent issues, and remain focused on full scope of tasks
 - Good fit with a dynamic and growing nonprofit organization
 - Working knowledge of Microsoft Word and Excel and ability to learn Casa's Electronic Medical Record
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WORKING CONDITIONS

- Work is normally performed in a typical clinic and office environment
 - Work is typically during open hours Monday - Friday 8:30 a.m. - 5:30 p.m., evenings and weekends
 - Average physical effort with some handling of light weights such as supplies or materials on an infrequent basis (10-15 pounds)
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APPLICATION INFORMATION

Casa de Salud considers qualified applicants for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Position is open until filled; first reviews begin immediately. Interested applicants should send a cover letter and resume to President and CEO, Diego Abente at info@casadesaludstl.org or mail to 3200 Chouteau Ave. St. Louis, MO 63103.

Learn more about our mission and work – www.casadesaludstl.org