



## Hope Community Clinic of East Charlotte

<b>Job Title:</b>	Medical Assistant		
<b>Level/Salary Range:</b>	Starting at \$15/hour	<b>Position Type:</b>	Full-Time
<b>Accountability of the Position:</b>		<b>Mission Statement:</b>	
Reports to the Clinic Director in the staff leadership organizational chart. Works of an interdisciplinary team of integrated care providers, medical assistants, and social workers.		To implement the Hope Community Clinic (HCC) ministry mission and vision by rooming and discharging our patients.	
<b>Job Description:</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Clinical <ul style="list-style-type: none"> <li>○ Rooming and triaging patients</li> <li>○ Documenting medical history</li> <li>○ Explaining treatment procedures to patients</li> <li>○ Assisting the physician throughout visit</li> <li>○ Performing point-of-care laboratory tests</li> <li>○ Phlebotomy</li> <li>○ Taking electrocardiograms</li> <li>○ Instructing patients about medication</li> <li>○ Communicating lab results to patients</li> </ul> </li> <li>• Care Collaboration and Case Management <ul style="list-style-type: none"> <li>○ Transmitting prescription refills</li> <li>○ Actively participating on integrated care teams</li> </ul> </li> <li>• Administrative <ul style="list-style-type: none"> <li>○ Answering phone calls from patients and community partners</li> <li>○ Facilitating enrollment in Patient Assistance Programs</li> <li>○ Managing the HCC Nursing Inbox in Epic and Outlook</li> <li>○ Conducting intake appointment sessions for new patients</li> </ul> </li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• High school diploma or GED required.</li> <li>• B.S. or B.A. preferred.</li> <li>• CMA/EMT/CAN certifications preferred.</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Spanish language skills <i>required</i> (Interview will be conducted partially in Spanish.)</li> <li>• English fluency</li> <li>• Proficiency in Microsoft Office</li> <li>• Able to lift 40 pounds</li> <li>• Stand for extended periods</li> </ul>			



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### ADDITIONAL NOTES

- Hope Community Clinic is a free clinic serving uninsured and underinsured residents of East Charlotte, with a focus on refugee and immigrant communities. **Must have advanced fluency in Spanish.** This is an excellent gap-year opportunity for anyone interested in health professions school. The position will work closely with a family medicine physician and two nurse practitioners. The ideal candidate is self-motivated, independent, can multi-task, and cares about serving the community.

Please send resume and cover letter to Margie Lugibihl at [mlugibihl@project658.com](mailto:mlugibihl@project658.com)

### Copy-ready Blurb:

The Hope Community Clinic is looking to hire a bilingual (Spanish and English) medical assistant to start ASAP. We are a free clinic serving uninsured and underinsured residents of East Charlotte, with a focus on refugee and immigrant communities. **This position is intended to be an excellent gap-year opportunity for anyone interested in health professions school.** They will work closely with a family medicine physician and two nurse practitioners. Responsibilities include clinical tasks associated with triaging patients, supporting providers with point-of-care testing and phlebotomy, facilitating enrollment in external patient assistance programs, and performing comprehensive administrative tasks. A variety of enrichment/educational opportunities are also offered through nationwide conferences and partnerships with local organizations, such as Enlace and Project 658.

The ideal candidate is self-motivated, independent, can multi-task, and cares about serving the community. A high school diploma or GED is required; B.S. or B.A. is preferred as well as CMA/EMT/CAN certifications. **To apply, please send your resume/CV and cover letter to Margie Lugibihl at [mlugibihl@project658.com](mailto:mlugibihl@project658.com).**