



## **Medical Assistant**

Radiant Health Centers (RHC), seeks a Medical Assistant for our recently opened clinic. This position provides a professional front office environment for all patients. Supports medical staff with back office administrative and organizational tasks as well as examinations. Helps to ensure a streamlined and efficient patient workflow in the clinic

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

Medical Assistant will perform:

- Schedule and confirm medical appointments.
- Keep patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Take patient medical histories and vital signs.
- Ensure patient has completed all required paperwork prior to seeing the provider.
- Follow up on patient visits as instructed by Provider (Nurse Practitioner, Physician Assistant or Physician).
- Update patient charts.
- Administer topical, oral or intramuscular medications.
- Perform basic laboratory tests.
- Assist Provider with examinations.
- Call in or send prescriptions to pharmacies.
- Provide administrative support to Rapid ART, PrEP and Family Planning programs.

The ideal candidate will have the following qualities and qualifications:

- Minimum requirement is a High School Diploma, GED or equivalent experience.
- Medical Assistant Certificate from an accredited Medical Assistant program required.
- Current CPR Certificate required.
- Must become certified as a Family Planning Health Worker within one year of hire date and complete Basic Counselor Skills Training as available if not a certified HIV Testing Counselor.
- Bilingual (English and Spanish)

## **How to Apply**

To apply for Medical Assistant position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Lisa Osborn, losborn@radianthealthcenters.org.
- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

***RHC is an equal opportunity employer***