

Job Title	Medical Assistant
Employer/ Agency	Inner Peace Community Mental Health Center
Job Description	<p>Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.</p> <p>Interview patients to obtain medical information and measure their vital signs, weight, and height. Show patients to examination rooms and prepare them for the physician. Record patients' medical history, vital statistics and information such as test results in medical records. Prepare and administer medications as directed by a physician. Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing. Explain treatment procedures, medications, diets and physicians' instructions to patients. Clean and sterilize instruments and dispose of contaminated supplies. Schedule appointments for patients. Change dressings on wounds. Greet and log in patients arriving at office or clinic. Undergraduate degree in social work, psychology, or behavioral sciences. Organized and detailed in daily work activities.</p>
Qualifications	<p>Undergraduate degree in social work, psychology, or behavioral sciences. Organized and detailed in daily work activities.</p> <p>Knowledge of health and behavioral health disorders.</p> <p>Current valid driver's license and daily access to a vehicle during work hours.</p> <p>Outstanding organizational, verbal, and written communication skills.</p> <p>Strong interpersonal skills and ability to work with Adults and Elderly.</p> <p>Proficient in using Microsoft Word and Excel. □</p>
Salary/Hours	Competitive pay; 25 hours a week Monday-Friday 9am-2pm
Employer/Agency	Inner Peace Community Mental Health Center
Address	1935 Texas Parkway
City, State, Zip	Missouri City, Texas 77489
Contact Person	Jerry Jones
Contact Title	Chief Financial Officer

Telephone Number	713-498-8111
Email Address	713-498-8111
Application Method	Email resume to jjcpa@accountant.com
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.