



Church Health

Job Title: Certified Medical Assistant (Bilingual)

Work Area: Clinic

Location: Memphis, Tennessee

Start Date: Open

ABOUT CHURCH HEALTH

Church Health has served people since 1987 with our clinical services and outreach programs. Church Health seeks to reclaim the Church's biblical commitment to care for our bodies and our spirits.

ABOUT THE POSITION

Church Health is currently seeking a fulltime Certified Medical Assistant, for its primary clinic. The Certified Medical Assistant will provide direct patient care by facilitating initial patient screening and assisting clinic physicians as needed.

The Certified Medical Assistant position consists of a variety of clinic tasks that include:

- Checking in patients in a timely manner per policy and procedure
- Performing needed screenings and diagnostic procedures
- Conducting lab functions in compliance with CLIA
- Managing patient flow in assigned area

EDUCATION REQUIREMENT

- High School diploma or certification of completed GED program
- Completion of an approved Certified Medical Assistant program
- **Current Medical Assistant Certification**
- Minimum two years working experience as a Certified Medical Assistant
- X-Ray Certification is a plus

SPECIAL SKILLS AND KNOWLEDGE

- Bilingual English/Spanish required
- Good computer skills
- Excellent communication skills (oral and written)
- First-rate time management capabilities
- Exceptional knowledge of lab procedures and diagnostic testing

COMMITMENT TO DIVERSITY

At Church Health, we are committed to diversity, striving to create a staff that reflects the diverse communities with which we work. We seek individuals of all backgrounds to join our team.

COMPENSATION

This is a full-time position with benefits and a paid-time-off package. Benefits include healthcare, vision, dental and 401k plan.

HOW TO APPLY

Send resume and cover letter to: jobs@churchhealth.org; please add job title in the subject line.

Please visit www.churchhealth.org for more information about Church Health 's mission.