



Neighborhood Health – Medical Assistant
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Medical Assistant to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Medical Assistant, you will:

- ✓ Prior to patient's scheduled appointment, review chart and observe previous provider notes and orders. Ensure necessary prep work is complete.
- ✓ Administer prescribed medications and treatments per provider orders in accordance with nursing standards and Clinic protocols.
- ✓ Performs duties of Phone Nurse in accordance with triage protocol.
- ✓ Ensures exam rooms are clean and well-stocked with necessary supplies and materials.
- ✓ Provides ongoing teaching/counseling, including but not limited to: health status, immunizations, preventative health, etc.

Requirements:

- 2 years of professional nursing experience in family practice, pediatrics, and/or OB-GYN, preferred.

Education Requirements:

- Graduate of an accredited Medical Assistant program

This position is full-time with benefits. We offer competitive pay, medical, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org