Job Title: Medical Assistant

Employer/Agency: Inner Peace Community Mental Health Center

Job Description:
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.

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. Knowledge of health and behavioral health disorders. Current valid driver’s license and daily access to a vehicle during work hours. Outstanding organizational, verbal, and written communication skills. Strong interpersonal skills and ability to work with Adults and Elderly. Proficient in using Microsoft Word and Excel.

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
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<thead>
<tr>
<th><strong>Telephone Number</strong></th>
<th>713-498-8111</th>
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<tbody>
<tr>
<td><strong>Email Address</strong></td>
<td>713-498-8111</td>
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<tr>
<td><strong>Application Method</strong></td>
<td>Email resume to <a href="mailto:jjcpa@accountant.com">jjcpa@accountant.com</a></td>
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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.