



Employment Announcement Medical Assistant (MA)

JOB SUMMARY:

Broward Partnership is seeking to fill a full-time, temporary (one year), Medical Assistant (MA) position which will focus on street-based care and community outreach.

The Medical Assistant facilitates the day-to-day operations of healthcare activities provided in the clinics at the Central and North Homeless Assistance Centers (HACs) and at various street outreach locations. These functions include but are not limited to: providing clinical and clerical support to the LPNs and Clinic Director, physical screenings, monitoring vital signs, collecting laboratory specimens, and verifying and/or supervising the clients self-medicating. The Medical Assistant understands that Broward County operates a Housing First model and that all clients' experience with homelessness should be rare, brief, and non-recurring.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides general supervision and oversight of clients receiving healthcare services, ensuring safety and security is maintained at all times.
2. Provides clinical and clerical support to the LPNs and Clinic Director.
3. Completes a standard nursing screening, including taking and documenting vital signs and identifying the client's presenting problems.
4. Conducts the standard intake process for individuals and families entering the HACs, including collection of all required paperwork and all data entry into appropriate databases.
5. Coordinates the scheduling of client appointments with the LPNs and Clinic Director.
6. Collects samples / specimens for laboratory testing.
7. Orients clients to the programs and services available on the HAC campus.
8. Completes charting of all nursing interventions in the electronic health records system according to Agency charting policy and procedure.
9. Manages emergent situations, alerting appropriate staff and/or emergency personnel.
10. Assists in census data collection and enters appropriate data in the computer database as directed.
11. Supervises clients when they self-administer medications.



12. Provides transportation to clients in Agency vehicles when necessary.
13. Promotes effective communication among clients, encouraging and modeling skills in negotiation, judgment, and problem-solving.
14. Demonstrates proficiency in managing and de-escalating clients with mental health and/or substance abuse issues.
15. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions given by their supervisor, subject to reasonable accommodations.

QUALIFICATIONS:

Education/Experience: A high school diploma or a GED and completion of a Florida approved Medical Assistant or Nursing Assistant training program with certification is required. Must have a valid driver's license and safe driving record.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Medical Assistant works in settings of Broward Partnership, including offices, classrooms, group rooms, as well as being involved in other areas of Broward Partnership programs both on and off campus, including street-based outreach sites and other homeless services provider locations. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Please e-mail cover letter and resume to: careers@bphi.org and include the job title of "Medical Assistant" in the subject line.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by applicable federal, state, or local laws. We participate in E-verify.