



## Position Announcement

**TITLE:** MEDICAL ASSISTANT – ON-CALL/CASUAL

**LOCATION:** The Tamalpais, 501 Via Casitas, Greenbrae, CA 94904

**FLSA:** Non-Exempt

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**SUMMARY:** Provides a variety of technical services to ensure an efficient, quality level of care to residents in the clinic.

### ESSENTIAL FUNCTIONS:

- Completes initial resident assessment including temperature, pulse, respirations, blood pressure, weight and list of medications.
- Assists physician as needed in primary, podiatry, and dermatology clinics.
- Assists physician with minor surgical procedures.
- Assists clinical nurses lifting or transferring of residents as needed.
- Performs and is knowledgeable in various lab procedures; phlebotomy, processing specimens, bladder scan, oxymetry and performing EKGs.
- Maintains and stocks supplies in exam rooms.
- Orders all medical supplies as needed.
- Sterilizes all surgical instruments using germicide and the autoclave.
- Assists in answering phones, filing charts, ordering and checking in medications from pharmacy.
- Assists with ordering tests, lab, x-rays, scans, and taking off physician orders.
- Escorts residents to and from appointments as needed.
- Delivers prescriptions from pharmacy to residents' apartments.
- Assists apartment nurse as needed.
- Performs other work as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Ability to read, understand and speak English to communicate with the residents. Sensitivity, patience and tact in dealing with the elderly. Able to work in cooperation with other staff members and able to independently carry out job duties within the scope of job description. Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 50 pounds.

### QUALIFICATIONS:

High school diploma required. Completion of an accredited training program for Medical Assistant or on-the-job training with one to three years of experience. Certification as a phlebotomist through a specific program or physician supervision and instruction with three successful venapunctures.

**SUPERVISORY RESPONSIBILITY:** None

**REPORTS TO:** Nurse Manager – Clinic/Assisted Living or HR Manager by clicking [here](#).