**ClearChoiceMD Urgent Care**

**Medical Assistant or EMT**

**Multiple Locations**

ClearChoiceMD is seeking a dependable part-time Medical Assistant or EMT for our urgent care centers. Our ideal candidate is friendly and has excellent communication skills and is comfortable in a fast-paced environment.

Full-time hours are 8AM-8PM, 3 days per week, with every other weekend coverage.

Job Summary: Under the supervision of the clinical provider, the Medical Assistant or EMT duties may include taking and recording vital signs and medical histories, preparing patients for examination, IV/Blood draw, ECG, office diagnostic testing, x-ray prep, assisting with splinting/wound care and assisting in administering medications as directed by physician.

Duties and Responsibilities: Medical Assistant or EMT - tasks include but are not limited to:

* Prepare examination and treatment rooms with necessary instruments.
* Take patient histories and vital signs
* Prepare patient for examination and treatment
* Apply splints and dressings, prepare, and maintain supplies and equipment for treatments including sterilization
* Assist physicians in preparing for minor surgeries and physicals
* Perform phlebotomy and laboratory paperwork.
* Dispense medication as directed
* Instruct and educate patients about discharge instructions if applicable
* Provide solutions to patient concerns within the scope of position.
* Provide information and assistance as needed.

Skills and Qualifications:

* Accuracy and strong attention to detail
* Ability to multi-task
* Strong communication skills both written and verbal
* Able to take initiative to step up and solve problems and recommend solutions
* Demonstrate ability to maintain a high level of confidentiality
* Proven interpersonal skills to effectively and courteously deal with patients, families, clients, coworkers, clinical staff and physicians.
* Knowledge of basic medical terminology, medical practice, and care to assist in giving patient care.
* Knowledge of computer functions and basic office equipment.
* Organizational and analytical skills necessary to maintain efficient workflow.

Key Competencies:

* Commitment to CareWell and/or ClearChoiceMD as a company as well as your internal team
* Consistent daily practice of common safety hazards and precautions to establish a safe work environment.
* Knowledge of organizational policies, regulations, and procedures to administer patient care.
* Ability to adjust responsibilities to accommodate a fast-paced work environment while maintaining excellent customer service and staff interactions.
* Ability to react calmly and effectively in emergency situations.
* Responsible for personal actions and open to feedback from others.
* Ability to maintain confidentiality of sensitive information.

Education & Experience:

* High school diploma or equivalent
* Current AREMT certification
* 1-5 years of Medical Assistant or EMT Experience

Supervisory Responsibility:This role has no supervisory responsibilities.

Work Environment:  This job operates in a medical office settingand includespossible exposure to communicable diseases, toxic substances, medical preparations, and other conditions common to a clinic environment.

Physical Demands: Requires full range of body motion including manual and finger dexterity and hand-eye coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours.  Requires some exposure to communicable diseases or body fluids.

Position Type and Expected Hours of Work:This is an hourly, non-exempt position that ranges based on PT or FT. For full-time, the hours are 8AM-8PM, (3) days a week with a rotating weekend shift. Part-time hours are 8AM-8PM, 1-2 days per week.

Travel:No travel is expected for this position however, depending on the location, this position may work at more than one center.

Benefits Include:Medical, Dental, Vision, Life and Disability insurance, 401K with a match, and paid time off. As an employee, you have four (4) free urgent care visits a year, which can be shared by immediate family members.

Wage varies based on experience and education. MA range is 18-21 hourly, EMT range 22-25 hourly

At ClearChoiceMD, it’s simple: exceptional and compassionate patient care is at the forefront of our urgent care centers. ClearChoiceMD Urgent Care provides high-quality, efficient, and affordable treatment of non-life-threatening illnesses and injuries as well as customizable employer health solutions. Our centers offer board-certified providers, state-of-the-art facilities with on-site laboratory services and X-ray. Founded by physicians who know and understand the need for excellent, expedient care, ClearChoiceMD Urgent Care is dedicated to meeting all the needs of the community, from infant to elders, school to industry and everywhere in between.

*All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, age, gender, disability, national origin, veteran status, marital status, sexual orientation, or any other characteristic protected by law.*