Job Description

Job Title: Medical Assistant

Location: Delhi Community Health Center, Delhi, Louisiana

Delhi Community Health Center is seeking a dedicated and compassionate Medical Assistant to join our team. The Delhi Community Health Center provides comprehensive healthcare services to individuals and families in Delhi and surrounding areas. This position is full-time and offers an opportunity to make a meaningful impact on the health and well-being of our community.
To learn more about DCHC & our mission, visit www.dchc-delhi.com.

Responsibilities:
- Assist healthcare providers with patient care including rooming patients, taking vital signs, and updating medical history.
- Prepare examination rooms for patient visits, ensuring cleanliness and availability of necessary supplies.
- Perform basic medical procedures such as administering injections, collecting specimens, and performing basic laboratory tests.
- Schedule patient appointments, manage patient records, and ensure accurate documentation of medical information.
- Provide patient education on various health topics and assist with medication management as directed by healthcare providers.
- Collaborate with other members of the healthcare team to ensure efficient and effective patient care delivery.

Qualifications:
- High school diploma or equivalent required; completion of a medical assistant training program preferred.
- Minimum of 2 years of experience working as a medical assistant in a healthcare setting preferred.
- Knowledge of medical terminology, basic medical procedures, and patient care techniques.
- Strong interpersonal skills with the ability to communicate effectively with patients and healthcare providers.
- Ability to multitask and prioritize responsibilities in a fast-paced environment.
- Proficiency in computer skills and electronic medical records (EMR) systems.
- Certification as a Medical Assistant preferred.

Note: Finalists for this position are subject to a background check. Employment is contingent upon the successful completion of a background investigation including criminal history and identity check.

Job Type: Full-time

Pay: n/a

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Physical setting:

- Office

Schedule:

- Monday to Friday

Pay: Competitive salary commensurate with experience.

Ability to commute/relocate:

- Delhi, LA 71232: Reliably commute or planning to relocate before starting work (Preferred)

Work Location: In person

To apply, please submit your resume and cover letter to:
Barbara Hutchinson
Email: bhutchinson@delhihospital.com