

EMPLOYMENT OPPORTUNITY

Medical Assistant

The Infant Welfare Society of Chicago (IWS), a comprehensive, community-based health center in Chicago's Logan Square neighborhood, is seeking a Full-Time Medical Assistant (Bilingual English/Spanish).

Essential Responsibilities:

- Assist in examination and treatment of patients under direction of providers by performing the following duties.

Essential Duties

- Interviews patients, measures vital signs, such as temperature, blood pressure, weight and height, and records information in patients' charts
- Stocks and prepares treatment rooms for examination of patients.
- Drapes patients with covering and positions instruments and equipment.
- Hands instruments and materials to doctor as directed.
- Cleans and sterilizes instruments.
- Inventories and orders medical supplies and materials as assigned
- Gives injections or treatments, draws blood samples and performs routine laboratory tests.
- Assists in Lab
- Administers vaccines

Have excellent communications, customer service and computer skills.

Compensation and Benefits

IWS provides a competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, CME days, health, dental, life and vision insurance options, as well as a 401 (k) option.

If you or someone you know is interested, please submit resume to Candice Collier by Friday, July 17, 2020.

