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.