



## Church Health

**Job Title:** Certified Medical Assistant

**Work Area:** Clinic

**Location:** Memphis, Tennessee

**Start Date:** Open

### **ABOUT CHURCH HEALTH**

Church Health has served people since 1987 with our clinical services and outreach programs. Church Health seeks to reclaim the Church's biblical commitment to care for our bodies and our spirits.

### **ABOUT THE POSITION**

Church Health is currently seeking a fulltime Certified Medical Assistant, for its primary clinic. The Certified Medical Assistant will provide direct patient care by facilitating initial patient screening and assisting clinic physicians as needed.

The Certified Medical Assistant position consists of a variety of clinic tasks that include:

- Checking in patients in a timely manner per policy and procedure
- Performing needed screenings and diagnostic procedures
- Conducting lab functions in compliance with CLIA
- Managing patient flow in assigned area

### **EDUCATION REQUIREMENT**

- High School diploma or certification of completed GED program
- Completion of an approved Certified Medical Assistant program
- **Current Medical Assistant Certification**
- Minimum one year working experience as a Certified Medical Assistant
- X-Ray Certification is a plus

### **SPECIAL SKILLS AND KNOWLEDGE**

- Good computer skills
- Excellent communication skills (oral and written)
- First-rate time management capabilities
- Exceptional knowledge of lab procedures and diagnostic testing
- Bilingual Spanish preferred

## **COMMITMENT TO DIVERSITY**

At Church Health, we are committed to diversity, striving to create a staff that reflects the diverse communities with which we work. We seek individuals of all backgrounds to join our team.

## **COMPENSATION**

This is a full-time position with benefits and a paid-time-off package. Benefits include healthcare, vision, dental and 401k plan.

## **HOW TO APPLY**

Send resume and cover letter to: [jobs@churchhealth.org](mailto:jobs@churchhealth.org); please add job title in the subject line.

***Please visit [www.churchhealth.org](http://www.churchhealth.org) for more information about Church Health 's mission.***