

Clinical Specialist-Medical Assistant (Waimea)

Looking for a career that offers personal and professional growth...AND makes a meaningful, positive difference in our Kaua'i community?

Ho`ōla Lāhui Hawai`i is an FQHC, non-profit community health organization serving families throughout the county of Kaua'i. We are seeking a full-time Clinical Specialist for our Waimea medical clinic.

Our Clinical Specialist is a team player and able to work with our patients, patients' families, staff members and health care providers. The CS is personable, with the ability to empathize and sympathize with patients and patient's families. This position requires clinical competence, professionalism, and the ability to maintain confidentiality in regard to patient care.

Position requirements/description

Duties include:

- *Taking patient chief complaints, vital signs and preparing patient for examination.
- *Notifying health care providers immediately based on patients' complaints or vital signs as identified by Triage Policies/Procedures.
- *Patient record keeping/charting (including labs, reports, etc.)
- *Assisting health care providers with examination, diagnostic and treatment procedures.
- *Scheduling tests, procedures for patients as ordered by health care provider, and instructing patients regarding preparation for tests.

Required:

- *Training as a Medical Assistant (MA certification preferred)
- *Current certification in Basic Life Support.
- *Tuberculosis clearance.
- *Good understanding of medical terminology and experience in the healthcare field.
- *Flexible, organized, mature, impartial, and ethical.
- *Able to communicate clearly and tactfully with others.
- *Legible, complete and timely documentation and charting.
- *Ability to problem-solve, set priorities, and work with multiple distractions and interruptions.
- *Self-motivated, honest, energetic, and committed.
- *Possesses tact and interpersonal skills necessary to deal with patients, physicians, providers, employees and others.
- *Familiarity with our various Hawai'i cultures and languages.
- *Culturally sensitive to the needs of the people of the community.

Preferred:

- *Licensed Practical Nurse (LPN)
- *Certified Medical Assistant

Excellent pay and benefits, including FREE HMSA PPO health + HDS Dental plans, 401(K) retirement plan with employer contribution, generous PTO/paid vacation.

Pay range: \$21 - \$24/hr full-time.

Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.

Submit resume and cover letter to Human Resources Director via email: jashby@hoolalahui.org