



Medical Assistant

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved, and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

Our Values

Mālama (stewardship)- We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

`Ohana (family)- We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Pono(rightness and balance) - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

We are seeking a dedicated, talented and team-oriented Medical Assistant to join our `ohana (family) to support our mission and values.

We offer competitive wages, excellent benefits and a great working environment.

SUMMARY

The Medical Assistant will work in collaboration with the clinic staff to assess, plan, provide exemplary patient care and implementation of care plans. . The MA I also will assist in administrative and clinical duties as instructed by the Clinic Team Lead, Director of Clinical Operations, Chief Medical Officer, or other medical provider within WHC. The Medical Assistant provides patient care in a holistic and culturally sensitive manner, in a team-based, patient-centered approach, as a part of Waimanalo Health Center's Patient-Centered Health Care Home approach to care.

QUALIFICATIONS

- ❖ High School Diploma or GED.
- ❖ Completion of a Medical Assistant Program with 200 hours of clinical externship, military specialist training or completion of two year on-the-job training in medical assisting with 6 months of training. National certification preferred.
- ❖ Two years of relevant medical assisting experience needed for position of MA II.
- ❖ Computer knowledge of Microsoft programs (Outlook, Word and Excel). Prior experience with an EMR system not required but helpful.
- ❖ Possess excellent customer service and patient care skills. Interacts in a friendly, professional manner with a diverse patient population, staff, providers, internal and external vendors.
- ❖ Ability to communicate and work effectively with the physical and emotional development of all age groups.
- ❖ Familiarity with the communities to be served is preferred.

- ❖ Demonstrates ability to communicate effectively with individuals, groups, and professionals in a culturally appropriate manner.
- ❖ Demonstrates ability to work effectively as a member of a team.

CERTIFICATES, LICENSES, REGISTRATIONS

- ❖ Certificate of graduation and completion from a certified Medical Assistant program.
- ❖ Hepatitis B immunization records or positive titers.
- ❖ Two-Step Tuberculosis is required.
- ❖ Current CPR/BLS.

BENEFITS

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- ❖ Discounted Medical and Dental services provided by WHC
- ❖ Paid Holidays – 10 Full days and 2 Half Days
- ❖ Paid Time Off (PTO)
- ❖ Paid Wellness Hours
- ❖ Wellness Bucks - \$200 annually
- ❖ Group Term Life Insurance
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance
- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- ❖ Flexible Spending Program
- ❖ Employee Assistance Program (EAP)
- ❖ Pre-tax Commute Plan
- ❖ Longevity Benefit – After 10 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more.....