MEDICAL ASSISTANT

Job Requisition **#21-0015**
Location: **Winooski Family Practice**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 45 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all those within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care.

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and offer excellent benefits!

Essential Duties

Community Health Centers of Burlington is seeking a Medical Assistant to join the team! Medical Assistants are responsible for facilitating patient care and flow, thorough and accurate documentation, and performing as a contributing member of the clinical team.

Basic Qualifications

Education:

- High School Graduate with vocational training or ability to be trained as a Medical Assistant
- Prior Medical Assistant experience highly preferred

Skills & Abilities:

- Ability to acquire knowledge of medical terminology and standardized testing procedures
- BLS Certified
- Must possess or be willing to acquire clinical and organizational skills
- Must work accurately and efficiently in a fast paced environment
- Ability to seek out appropriate resources to problem solve effectively
- Experience working with a variety of ethnic and socioeconomic groups

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available