



4645 Augusta Road
P.O. Box 277
Clearwater, SC 29822
(803) 593-9283

We are seeking to establish a pool of qualified applicants for the following full-time position:

**Medical Assistant (MA) / Licensed Practical Nurse
Immediate openings**

The primary purpose of the Medical Assistant / Licensed Practical Nurse is to support the medical provider in all aspects of patient care. Some desired qualities of applicants include being able to work with diverse patient populations, is self motivated, hard working, goal oriented, a good verbal communicator, maintains legible hand writing, works well in a team environment, detail oriented, able to prioritize multiple tasks and perform efficiently and effectively in a stressful environment, and maintains the desire of providing the highest quality of healthcare at all times.

Essential Functions:

- Manages medical provider's patient flow.
- Receives and greets patients.
- Triage / work up patients by recording the chief complaint, performing appropriate vital signs based upon the patients presenting complaint and prepares the patient for the medical provider.
- Is able to identify ill patients and ensures that prompt care is provided.
- Perform follow-up care per provider instructions including scheduling radiology and speciality appointments, calling in medication refills, and other follow-up matters.
- Perform in-office procedures such as performing a urinalysis, obtaining culture specimens, performs EKG, peak flow, nebulizer treatments, dressing changes, is able to obtain phlebotomy laboratory specimens, administers shots and immunizations.
- Assist the medical provider in routine in-office procedures.
- Assists with patient education.
- Maintains the exam rooms for patient and medical provider use
- Active participant in the health center's quality improvement program.
- Actively works to maintain a clean, safe, positive, and harmonious work environment.

Qualifications:

- High School diploma or GED.
- Completion of a medical assistant training program / accredited school of nursing program.
- A valid state license / certification.
- Computer literacy
- Able to work an occasional early evening hours
- Though not required, applicants with pediatric experience and Spanish speaking fluency strongly encouraged to apply.

Salary Schedule

- Based upon experience

Benefits Package

- Medical, dental, and vision; 403-B pre-tax retirement program; vacation, sick, & holiday time.

Application Submission

- Please submit a letter of interest & up-to-date resume to our Human Resources Department by either **fax (803) 593-0607**, by mail **PO Box 277, Clearwater, SC, 29229**, or in person at the **Clearwater office**.