



MATTHEW 25 HEALTH AND DENTAL CLINIC

Medical Assistant

COMPANY

Our Mission: We are inspired by the Gospel to provide free primary healthcare services to uninsured, low-income residents in Northeast Indiana and Northwest Ohio.

Matthew 25 is the only full-time clinic in Allen County offering medical, dental, and prescription services at no cost to our patients. Matthew 25 is a volunteer-driven health practice that has over 450 volunteers including physicians, dentists, nurses, front desk personnel, phone operators, hygienists, and patient assistance processors. There are 30 staff members.

Matthew 25 receives no governmental monies and depends entirely on gifts from individuals, churches, organizations, and corporations, as well as grants from foundations.

JOB DESCRIPTION

We have an immediate need for a Full-time Medical Assistant to provide professional healthcare services to underserved, uninsured adults (18+), focusing on health promotion and disease prevention.

RESPONSIBILITIES

- Assess the physical, mental, emotional and spiritual health of patients with the aim to treat the whole person.
- Interview patients, document basic medical history, and update the chart.
- Maintain complete and detailed records of patients' health care plans.
- Analyze and interpret patients' histories, symptoms, physical findings, or diagnostic information.
- Educate patients on health care problems such as illnesses, infections, or injuries; chronic health care problems such as high blood pressure and diabetes; and primary care conditions, such as headaches, hypertension, urinary tract infections, upper respiratory infections, and dermatological conditions.
- Call patients with the results of diagnostic tests, such as complete blood counts, electrocardiograms, and x-rays once the ordering provider has reviewed them.
- Provide patients with information needed to promote health, reduce risk factors, or prevent disease or disability.
- Assist with routine or annual physical examinations.
- Prepare and clean treatment rooms and medical instruments.
- Help maintain the inventory of supplies and inform the Nurse Lead when items need to be reordered.
- Help manage the nursing phone line, fielding incoming calls and retrieving voice mail.
- Collaborate effectively with team members comprised of health providers from various specializations, staff, volunteers and medical students.

REQUIREMENTS

- Graduate of an accredited Medical Assistant program
- Current Medical Assistant Certification
- CPR Certification
- Work Monday through Friday, 8:00 AM – 4:30 PM
- Strong organizational skills and attention to detail
- Good bedside manners
- Able to stand for long periods of time
- Able to carry and lift equipment and supplies up to 30 pounds

PREFERRED

- Experience with electronic medical records
- Experience working on a multi-disciplinary team
- Bilingual

BENEFITS

- At 20+ hours, a part-time employee can earn PTO and paid holidays
- Weekends and 9 holidays off
- 403(b) Qualified Retirement Plan offered
- Office closed Christmas Eve through New Year's Day

REPORTS TO: Lead Nurse

FSLA STATUS: Non-Exempt

Interested applicants should send cover letter and resume to our Human Resources Director at sglover@matthew25online.org or 413 East Jefferson Blvd., Fort Wayne, IN 46802.