The **Community Health Services Administrative Clinic Assistant** will provide support functions necessary in the operation of the Community Health Services Program, which includes administrative and clinical duties. This is a full-time position, Monday through Thursday from 7:30am to 5:00pm and Friday 8:00am to 12:00 noon.

**Main responsibilities:**

* Receive incoming telephone calls, route calls and voicemails to appropriate staff, and manage a multi-line phone system, which includes updating extensions and voicemail greetings.
* Maintain invoices for all clinic supplies, medications, and equipment ordered.
* Order and maintain adequate supply of medication, clinic supplies, and equipment upon discretion of director.
* Balance Cash and complete Deposits as needed
* Translate English documentation to Spanish and interpret for Spanish speaking patients as needed if bilingual.
* Perform word processing, copying, data collection, report preparation, and other clerical assignments.
* Schedule patient appointments, obtain patient demographics, and enter into electronic system.
* Obtain patient medical/social/family history and take vital signs if requested by licensed staff after training of this task.
* Complete medical records by scanning patient information in Electronic Medical Records software
* Maintain inventory of clinic supplies and equipment

**Qualifications:**

* MUST be bilingual
* Certified/certified-eligible with the American Medical Technologists or the American Association of Medical Assistants, LPN license, or at least 2 years of experience with working in a office related field.
* Current CPR certification or ability to acquire within 1 month of hire.
* Experience with electronic medical records.
* Proficient with Microsoft Office programs and the overall use of computers and general office equipment.
* Effectively communicate verbally and in writing.
* Maintain complete confidentiality in all NEWCAP business-related matters and HIPPA compliance.

**Applicant Qualifications**

* 1-Year of Assistant experience.
* 1-Year of Electronic Medical Records experience.
* Associates Degree.
* CPR Certification.
* Must be able to speak Spanish.
* Hourly Pay: $15.00