**EMPLOYMENT CONNECTION**
1879 Senter Road, Door 10
San Jose, CA 95112
(408) 758-3797
ecstaffing@ssa.sccgov.org

**EMPLOYER JOB ORDER FORM**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>18084</td>
<td>02/19/2020</td>
<td>San Jose</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 - 40</td>
<td>$18 - $DOE</td>
<td>Monday - Friday</td>
<td>Varies</td>
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</tbody>
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**REQUIRED FOR POSITION**
TB exam, Fingerprint, Drug Screen, Background Check

**REQUIRED EDUCATION**
High School Diploma/GED

**JOB DESCRIPTION**

**POSITION SUMMARY:** Under the administrative direction and supervision of the Program/Center Manager and Program Nursing Specialist and clinical supervision of the Nurse Practitioner/Physician, the Medical Assistant provides assistance to the medical (clinic) team.

**DUTIES / RESPONSIBILITIES:**

1. Assists clinic team in provision of nursing care to participants.
2. Provides technical (clinical) support in obtaining vital signs, collecting lab work, performing wound care, and other designated responsibilities by the medical or nursing staff.
3. Provides clerical support for the clinic under the direction of the Center RN.
4. Other related duties as assigned.

**3 TO 5 KEY SKILL SETS REQUIRED**

**QUALIFICATIONS (knowledge, skills, abilities):**

1. Graduate of an accredited Medical Assistant program.
2. One-year experience working with the elderly or frail population required.
3. Ability to work independently and as part of interdisciplinary team.
4. Bilingual ability may be required for specific assignments.
5. Physical requirements include visual acuity and the ability to lift /move up to 75 pounds occasionally, and up to 50 pounds frequently.

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. On Lok reserves the right to change job descriptions, work hours or work sites as required by the program.

On Lok’s Employee Benefits include (eligible for any position for 20 hr/wk or more):

Medical, Dental, and Vision coverage
Retirement Savings Plan 403(b) and Term Life/AD&D Insurance
Flexible Spending Account, Commuter Checks, MLA scholarships, Employee Assistance Program (EAP)
Pet Insurance and additional discounts
Holidays (10 per year), vacation time, sick leave, and long-term disability insuran