



## **JOB OPENING: Administrative Support Leader (Medical Assistant)**

### **SUMMARY:**

FOCUS Pittsburgh is hiring a part time administrative assistant to help a dedicated team launch and operate the FOCUS Pittsburgh Free Health Center (FPFHC).

### **ABOUT FOCUS Pittsburgh**

FOCUS Pittsburgh is part of FOCUS North America, a national movement of Orthodox Christians, united in faith and joined by a desire to provide action-oriented and sustainable solutions to poverty in communities across America. FOCUS has operations and youth volunteer experiences in more than 20 cities in the United States. Through the provision of social and human development services, FOCUS North America helps the poor and needy in North America. We bring communities, parishes, and partners together in hands-on activities – uniting giver and the underserved -- to help transform all of our lives and break the cycle of poverty that afflicts so many in our society.

All of FOCUS North America's services are provided without discrimination of any kind. We do not require any faith commitment from anyone we help. We exist solely to transform the lives of the homeless and poor in America, moving them from dependency to self-sufficiency, by providing food, occupation, clothing, understanding and shelter. Please see [www.focusnorthamerica.org](http://www.focusnorthamerica.org) and [www.focuspittsburgh.org](http://www.focuspittsburgh.org)

### **Administrative Support Leader (MA)**

Classification: Non-Exempt

Reports to: Health Center CEO

Supervises: Administrative Volunteers

#### Qualifications:

1. High School diploma or equivalent required. Additional education and/or experience preferred
2. Strong medical assistant and interpersonal skills
3. Punctuality, reliability and willingness to devote time to job as needed
4. Ability to work closely with others and share responsibilities in a team environment
5. Ability to be sensitive to needs of diverse population
6. Committed to the mission of FPFHC

#### Performance Responsibilities:

1. Prioritizes patient safety
2. Treats patients with dignity and respect
3. Performs lab tests as trained and as appropriate
4. Accurately maintains records of operations
5. Accurately performs vital signs and other medical tests as trained and as appropriate



6. Prepares patients for examinations
7. Assists physicians and residents with patient examinations as trained and as appropriate
8. Able to administer injection as trained and as appropriate
9. Demonstrate basic knowledge of medications as trained and as appropriate
10. Orders supplies for the laboratory
11. Registers patients
12. Assist in managing relationship with pharmacy
13. Collects proper information from patients
14. Working knowledge of managed care guidelines
15. Demonstrates the ability to use Electronic Health Record
16. Schedules patient appointments
17. Obtains accurate information when triaging telephone calls
18. Keeps abreast of changes with FPFHC policies and procedures
19. Gathers accurate patient information to obtain authorization for scheduled tests
20. And other duties as assigned

Compensation:

This is one of the few paid hourly positions at the volunteer-based FPFHC. The position is part time and the compensation is pro-rated based on the number of days per week (initially 2 days a week.)

**Interested Individuals can apply via email or by regular mail.**

Please send covering letter and resume to [jobs@focusna.org](mailto:jobs@focusna.org)

Hard copy submissions should be sent to:

**FOCUS Pittsburgh Free Health Center  
Attn: Job Opening – Admin. Support Leader (Med. Asst.)  
2228 Centre Ave.  
Pittsburgh, PA 15219**