



Bilingual CNA / CMA/ RMA - FT **Cook Community Clinic, Huntersville**

Cook Community Clinic team members are part of an environment that fosters health, hope and healing. This position supports and functions under the direction of the care team with various office and clinical duties to keep our nonprofit free clinic running efficiently. This includes tasks such as patient intake, exceptional patient care, documentation, medication administration, and clerical, environmental, and organizational tasks.

Essential Functions

- Provide caring and compassionate customer service to create an excellent patient experience
- Provide exemplary interpersonal skills and ability to interact with patients and families in a wide variety of sensitive situations
- Demonstrate critical thinking skills and decisive judgment in an often-hectic environment and possess the ability to work cohesively on a team and independently with minimal supervision
- Follow patient intake/rooming work policies in place at the clinic and maintain examination areas
- Assist with performing screening and treatments by gathering information related to health maintenance and documenting patient care
- Update health maintenance at patient visit, accurately identify medication changes, and update allergy information at each visit
- Utilize standard precautions, complies with policies and other Regulatory Agency standards
- Assist with patient inquiries for prescription refills, appointment scheduling, and referral authorization
- Complete CLIA approved waived laboratory tests and practice-specific diagnostic testing in adherence to CLIA standards
- Conduct Point of Care testing (POCT) per standing order/provider order. Performs Quality Control and maintenance for Point of Care in-office lab procedures, as applicable.
- Performs venipuncture. Will be required to assist with collection of specimens of body fluids such as urine and blood for laboratory testing. Complete lab requisitions and prepares specimens for pick-up.
- Monitor inventory and stock medications and emergency medications/equipment

Physical Requirements

Work consistently requires walking, standing, sitting, lifting, reaching, bending, stooping, pushing, and pulling. Must be able to lift and support the weight of 35 lbs. in handling patients, medical equipment, and supplies. Possible exposure to communicable diseases. Must speak, read, and write Basic English and Spanish fluently. Intact senses of sight, hearing, smell, and touch. Manual finger dexterity.

Education, Experience and Certifications

- Education: High school diploma or equivalent
- Experience: One year of experience preferred
- Must maintain current certification
- Must be fluent in Spanish
- BLS required

Interested candidates should email their résumé to sarah@cookcommunityclinic.org.

Please use "CMA/RMA/CNA" Vacancy in the subject line.

No phone calls, please.