



# FCS Medical Corporation

## Career Opportunities

**Family Care Specialists (FCS) Medical Group is a large medical group with multiple offices. The group provides quality, compassionate and culturally responsive medical care, and is dedicated to improving community health and education of family Physicians.**

### Bilingual Medical Assistant Floater

## November 2020

Immediate opening for an experienced Medical Assistant

The Bilingual Medical Assistant Floater will be responsible for being an active member of the health care team in assisting Healthcare Providers with patient care. The Bilingual Medical Assistant Floater will carry-out his/her duties by adhering to highest standards of ethical and moral conduct, acts in the best interest of FCS, and fully supports the mission, vision and values of FCS.

#### **Duties**

- \* Operating an electronic Medical Records System.
- \* Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- \* Stock medical provider treatment rooms with products and supplies at least once daily.
- \* Prepare and administer medications as directed by a physician.
- \* Explain treatment procedures, medications, and physicians' instructions to patients.
- \* Set up medical laboratory equipment.
- \* Authorize drug refills and provide prescription information to Pharmacies.
- \* Clean and sterilize instruments and dispose of contaminated supplies.
- \* Inventory and order medical, lab, and office supplies and equipment.
- \* Follow operational policies and procedures.
- \* Assist Physicians with patients, handing them instruments and materials for performing tasks.
- \* Performs Medical Assistant duties and Clerical duties as assigned.

#### **Requirements**

- \* Knowledge of healthcare systems
- \* Ability to interact, relate to, work with and support the activities of a diverse workforce
- \* Certificate and/or diploma from an accredited Medical Assistant (MA) Program
- \* CPR Certified
- \* Bilingual in English and Spanish

The floater position will be between our Highland Park and Montebello locations.

In the event that a candidate hired to work with FCS was referred by a current FCS employee, the referring employee may qualify to receive an Employee Referral Bonus.

Please fax resumes to (323) 254-2158 or email to [HRDept@fcsmsg.com](mailto:HRDept@fcsmsg.com)