

## Job Summary

**Order Number:**

NY1395658

**Date Job Order Received:**

11/10/2021

**Number of Openings:**

6

**Company Name:**

Neighborhood Health Center

**Job Title:**

Medical Assistant/CNA

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Buffalo. Medical Assistant/CNA. Neighborhood Health Center. FT. 1st, 2nd Shift. Benefits. Responsibilities: Prepares patients for and assists provider with examinations and treatments Prepares and maintains examination and treatment rooms Participates with patient intake process by taking vital signs and history, and assures medical records are up-to-date Assists in facilitating patient flow for the provider to ensure a seamless and efficient patient flow Performs CLIA waived tests and lot controls as per manufacturers directions and clinic protocols Inventories medical supplies Requirements: Must be able to provide evidence of the successful completion of a recognized Nursing Assistant/Medical Assistant training program or relevant related training/experience At least two years of medical experience preferred in an office/clinical setting Medical Assistants generally have one home site but may need to work at other locations as needed Must have current CPR certification Exceptional attention to detail and follow-through Superb organizational skills Self-starter with the ability to work proactively and take initiative Results-oriented; creative and persistent in accomplishing tasks Highly responsive, timely, accurate and thorough in follow-up and follow-through Highly flexible, positive and results-oriented attitude Excellent in managing shifting priorities and timelines Outstanding time-management skills Excellent oral and written communication skills Excellent judgment and discretion

**Job Location:**

Buffalo, New York

**Pay:**

Starting pay not specified.

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer, by email, or on-line:

Email: [a.renaud@nwbhcc.org](mailto:a.renaud@nwbhcc.org)

Web-site: <https://nhcwny.org/careers/overview/>