



Southside Coalition of Community Health Centers

Job Opportunities

Central City Community Health Center

Welcome to Central City Community Health Center where our mission is to provide quality patient centered health care to low-income, underserved individuals. With 16 clinic locations in Los Angeles, North Orange County and the Inland Empire, as well as our support to almost 800 private Board and Care facilities, our core value of exceeding patient relationships in a culturally sensitive manner translate into an environment where the welfare of our patients always comes first. We seek the best trained clinical and professional staff and strive to provide care in a culturally sensitive manner.

➤ Medical Assistant (Baldwin Park)

DUTIES & RESPONSIBILITIES:

Performs duties under the direction of the Physician or nurse in examination and treatment of patients.

- Provides clinic services such as TB skin tests and administration of prescribed medication.
- Draws blood, gives injections, administers and reads skin tests, administers immunizations and vaccinations, obtains laboratory specimens.
- Prepares patient for doctor examination, positions instruments and equipment and assists physician.
- Takes medical history of patients and checks vital signs.
- Follow-up on laboratory results, including providing results to ordering physician, and scheduling appointments with patients.
- Processing any/all outside referrals, including scheduling appointments and follow-up on missed/cancelled appointments, and results, etc.
- Board and Care visits 4 times per week with Podiatrist and Social Worker.
- Pulling and filing of charts for board and care, genetics and ultrasound.
- Participate and help implement quality improvement directives.
- Attend all required meetings and trainings.
- May be required to pick-up vaccines, medical supplies, etc.
- All other duties, as assigned.

REQUIREMENTS:

- Ability to perform skillfully and effectively the duties of a Medical Assistant.
- Work effectively with individuals and follow oral and written directions.
- Mature judgment, tact, discretion and confidentiality are mandatory.
- Requires a professional, pleasant and effective representation of the corporation.
- Must have knowledge of CHDP guidelines, Immunizations schedule and AAP periodicity table.

OTHER REQUIREMENTS:

- Must possess a dependable automobile with insurance and a valid California driver's license.

QUALIFICATIONS:

- Must be a Certified Licensed Medical Assistant
- Bilingual (Korean/English).

Download and complete the [Applicant Evaluation](#) – Please Submit with your resume. [Apply Here](#)

➤ **Medical Assistant (Korean Speaking)**

DUTIES & RESPONSIBILITIES

Performs duties under the direction of the Physician or nurse in examination and treatment of patients.

- Provides clinic services such as TB skin tests and administration of prescribed medication.
- Draws blood, gives injections, administers and reads skin tests, administers immunizations and vaccinations, obtains laboratory specimens.
- Prepares patient for doctor examination, positions instruments and equipment and assists physician.
- Takes medical history of patients and checks vital signs.
- Follow-up on laboratory results, including providing results to ordering physician, and scheduling appointments with patients.
- Processing any/all outside referrals, including scheduling appointments and follow-up on missed/cancelled appointments, and results, etc.
- Board and Care visits 4 times per week with Podiatrist and Social Worker.
- Pulling and filing of charts for board and care, genetics and ultrasound.
- Participate and help implement quality improvement directives.
- Attend all required meetings and trainings.
- May be required to pick-up vaccines, medical supplies, etc.
- All other duties, as assigned.

REQUIREMENTS:

- Ability to perform skillfully and effectively the duties of a Medical Assistant.
- Work effectively with individuals and follow oral and written directions.
- Mature judgment, tact, discretion and confidentiality are mandatory.

- Requires a professional, pleasant and effective representation of the corporation.
- Must have knowledge of CHDP guidelines, Immunizations schedule and AAP periodicity table.

OTHER REQUIREMENTS:

- Must possess a dependable automobile with insurance and a valid California driver's license.

QUALIFICATIONS:

- Must be a Certified Licensed Medical Assistant
- Bilingual (Korean/English).

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➤ **Certified Enrollment Counselor**

Responsible for assisting the uninsured patients find the most appropriate health coverage relative to their financial situation and assist patient/conservators with switching Primary Care Providers, including the following:

- Responsible for travelling to CCCHC Board and Care homes and assisting patients/conservators with completing PCP changes.
- Responsible for verifying patient eligibility.
- Maintain log of completed doctor changes for patients.
- Maintain a calendar that documents the volume of work performed.
- Meet monthly goals set by management.
- Maintain strong knowledge of current health plans/IPAs contracted with CCCHC and of Covered California and health plans offered to clients.
- Assist the Referral Department with urgent referral requests for doctor changes.
- Attend weekly Board and Care operations meeting.
- Counsel patients regarding their ability to qualify for different types of health insurance coverage.
- Assist with enrolling uninsured patients into Covered California/Medi-Cal at CCCHC clinics, Board and Care homes, and at special events.
- Assist enrolling new patients into CCCHC clinics and Board and Care homes during special events.
- Verify patient eligibility based on the criteria set out by Covered California.
- Schedule appointments in the clinic and Board and Care as set by Covered California for 90 minutes to allow appropriate time to complete each client application.
- Offer patients the option to vote per Covered California when completing the application and assist only if asked for help.
- Responsible for securing recertification annually.
- Consistently demonstrate and uphold CCCHC's principle of providing quality health and human services to the medically underserved and low-income populations in a culturally sensitive manner.
- All other duties as assigned.

Special Knowledge, Skills, Abilities and Attributes:

- Demonstrated ability to exercise sound judgment.
- Ability to communicate clearly and concisely.
- Ability to plan and be organized.
- Ability to work well under pressure, take initiative and be flexible and cooperative.
- Ability to maintain confidentiality of patient information and Company records.
- Ability to work effectively with both employees and managers.
- Ability to convey a positive and professional image to patients and employees.
- Must have knowledge of medical terminology/abbreviations.
- Ability to utilize, at a minimum, the basic use of Microsoft Office including Word, Excel, Outlook, and other computer programs and applications in ways that facilitate panel management.
- Must be able to operate computer and office equipment and software.
- Ability to work with people of diverse cultures and diverse socioeconomic situations.
- Must be able to make decisions and perform job duties with nominal direction.
- Must feel comfortable with discussing and informing patients with information regarding sensitive issues.
- Required to know, follow and enforce safe work practices, and be aware of company policies and procedures related to job safety, including safety rules and regulations.
- Reliable transportation, automobile insurance, and current CA Driver License required.

Education and Experience Requirements:

- High school diploma or GED required.
- Bilingual in English and Spanish required.
- State certification for Covered California enrollment counseling required.
- Two years of college preferred.
- Minimum of three years of front office medical office experience preferred.
- Prior experience working with underserved populations preferred.

Download and complete the [CCCHC Employment Application](#) – Please Submit with your resume. [Apply Here](#)

➤ Front Office/Medical Assistant (LA Central)

DUTIES & RESPONSIBILITIES:

- Answers all incoming calls and takes messages.
- Responsible for x-ray and medical records, scheduling of appointments, sending reminder notices.
- Pull charts on a daily basis for patient appointments.
- Processing of super bills on a daily basis, (including but not limited to ensuring completeness, photocopying, sending out)
- Keeping inventory of office supplies and ordering of supplies, as needed.
- Processing of patients, including but not limited to inputting/updating patient information, obtaining necessary signatures, checking them in and out.
- Participate and help implement quality improvement directives.

- Attend all required meetings and trainings.
- Provide back-off office assistant, as required.
- All other duties, as assigned.

REQUIREMENTS:

- High School Diploma or GED equivalent.
- Ability to perform skillfully and effectively the duties of a Medical Assistant.
- Work effectively with individuals and follow oral and written directions.
- Mature judgment, tact, discretion and confidentiality are mandatory.
- Requires a professional, pleasant and effective representation of the corporation.
- Must have knowledge of CHDP guidelines, Immunizations schedule and AAP periodicity table.

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- Consult with other members of the health care team regarding individual needs of specific patients
- Provide support for recommended actions.
- Refer patients to appropriate clinic and/or community resources.
- Supervise the RN, LVN, Medical Assistant, Community Health Worker, and other staff providing direct patient care, and assume responsibility for daily clinic management.
- Participate in case management meetings and staff meetings.
- In conjunction with other members of the health care team, provide patient and community education classes as requested.
- Assist in the provision of in-service training of clinical, volunteer and other personnel as assigned by the Medical Director or Lead Clinician.
- Assist in data collection for evaluation and research purposes.
- Complete necessary billing and other patient related forms.
- Participate in the CCCHC clinical committee.
- Participate in the After Hour/Weekend call schedule as directed by the Medical Director.
- Consistently demonstrate and uphold CCCHC's principle of providing quality health and human services to the medically underserved and low-income populations in a culturally sensitive manner.
- All other duties, as assigned.

Special Knowledge, Skills, Abilities and Attributes:

- Demonstrated ability to exercise sound judgment.
- Ability to communicate clearly and concisely.
- Ability to plan and be organized.
- Ability to work well under pressure, take initiative and be flexible and cooperative.
- Self-motivated and independently productive.
- Ability to maintain confidentiality of patient information and Company records.
- Ability to work effectively with both employees and managers.
- Ability to convey a positive and professional image to patients and employees.
- Professional appearance and demeanor.

- Demonstrated proficiency in various PC applications, including E-mail, Microsoft Excel, and Word, Internet and networking devices.
- Required to know, follow and enforce safe work practices, and be aware of company policies and procedures related to job safety, including safety rules and regulations.
- Required to have knowledge of CHDP guidelines, Immunizations schedule and AAP periodicity table.

Education and Experience Requirements:

- Must possess a dependable automobile with insurance.
- Current CA Driver License.
- Bilingual in English/Spanish preferred.
- Graduation from an accredited Nursing program for advanced practice.
- Current CA licensed as a Nurse Practitioner.
- A minimum of one year experience preferred.

To apply for this position please visit our website at:

Download and complete the [Applicant Evaluation](#) – Please Submit below with your resume. [Apply Here](#)

****We offer a dynamic work environment with competitive salaries and benefits. Central City provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Mission Hospital complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.**