



Southside Coalition of Community Health Centers

Job Opportunities

Eisner Health

Eisner Health is a quality-focused, federally qualified nonprofit community health center dedicated to improving the physical, social, and emotional well-being of people in the communities we serve, regardless of income.

➤ Hospital Liaison (Enrollment Specialist)

The Role of the Enrollment Specialist, also referred to as Certified Application Assistor (CAA), is to provide care coordination to support families entering the health care system and assisting with utilization and retention of benefits. The CAA is responsible for meeting projected enrollment goals of state sponsored and local county programs. The CAA will coordinate in reach, outreach & enrollment efforts by working in collaboration with Eisner Health staff, outreach staff, schools, parent organizations, community organizations, churches, and other entities. Provides patient with education and information on managed care both in the clinic and in the community, formally or informally. Identifies community sites and activities for patient recruitment. Develops partnership and maintains regular communication with community agencies to conduct activities. Assists patients with initial and re-enrollment health plan applications.

Qualifications & Educational Requirements:

- High School Diploma or Equivalent.
- CPR certification.
- Ability to multitask and prioritize.
- Must have great organization skills, written and oral skills and ability to present in front of small groups.
- Flexibility to work weekends.
- Exceptional customer service skills, must display a positive attitude.
- **Travel between Valley sites (Sherman Oaks, Van Nuys, Panorama City) required.**

Preferred Skills:

- Customer service skills, Computer literacy, Bilingual: Applicant must speak, read, and write fluently in English and Spanish.

Additional Notes:

- Experience with PointCare system preferred.
- **Medical Assistant preferred**

Please click on "[Apply Now](#)" and attach your resume.

➤ **Customer Communications Representative**

The Customer Communications Representative performs all job activities in both patient and appointment scheduling and telephone operation. The employee will be responsible for handling all outside telephone calls to the Center and processing them accordingly. Assists patients needing appointments and provides them with accurate information regarding their appointments. Observes customer services standard in dealing with people both in person and on the telephone. Provides accurate direction and instructions to customers when they enter the center. This position will be responsible for two major aspects of the various evidence-based practices: ensuring fidelity to the various models and overseeing outcome data. This would include but not be limited to the following responsibilities: Answers all incoming calls timely based on standards set by the center and directs the calls to appropriate departments or staff. (Lynwood, USC, and Eisner). Answers questions regarding clinic services and appointment-related information; directs questions to appropriate staff or department. Makes appointments for all clinical and support services. Patients may make an appointment on their way out after a clinic visit or by telephone.

Qualifications and requirements:

- High school graduate or equivalency.
- Knowledge of medical terminology.
- Bilingual: English/Spanish.
- Experience with business equipment; must learn the center's computer and telephone system within 3 months of hire.
- Must learn procedures in appointment telephone operator within 3 months of cross-training.
- Demonstrate excellent telephone and customer services relation skills.
- Must flexible with his/her hours.

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➤ **Medical Assistant – Women's Health**

This position will be responsible for two major aspects of the various evidenced-based practices: Ensuring fidelity to the various models, and overseeing outcome data. This would include but not be limited to the following responsibilities: Assesses patients, measure vital signs, and obtain from patient or parent/guardian in the electronic health record in a timely manner. Prepares patient for examination, treatment and/or procedures. Explains procedures to patients, answer questions as needed and/or allay their anxiety by providing them with additional time and/or information to make informed decisions. Performs any of the combination of the following duties under direction of physician or health care

provider to assist in examination and treatments of patients: interview patients, measure vital signs, such as pulse rate temp. blood pressure, weight, height, and records information accurately and timely in chart.

Qualifications:

- Must have 1 year experience working in OB/GYN setting.
- Bilingual ENG/SPA.
- Type at least 40 wpm, flexible hours.
- Ability to multi-task.
- EHR experience a must.
- Ability to travel to other clinics as needed.
- Available to work Saturdays.
- High quality of customer services skills.
- Ability to teach others.
- Must have knowledge and experience with immunization.
- CAIR experienced preferred.

Please click on "[Apply Now](#)" and attach your resume.

➤ **Dental Assistant**

Eisner Health is looking to fill a Dental Assistant position in Downtown Los Angeles. This position requires the full understanding and active participation in fulfilling the mission of Eisner Health. It is expected that the employee demonstrate behavior consistent with integrity for Eisner's core values. To support all organizational expectations including, but not limited to; customer service, patient's rights, confidentiality of information, environment of care and Eisner Health initiatives.

Job Description:

This position is responsible for assisting the dentist(s) and the dental hygienist(s) in the direct provision of primary care dental services to patients at the clinic. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments, supplies, and for proper infection control of all areas involving dental care. The dental professional must diagnose and authorize the work to be performed on the patient by the dental staff. Must provide extra oral duties or procedures specified by the supervising licensed dentist. Operate dental radiography equipment for the purpose of oral radiography and preform intra oral and extra oral photography.

Qualifications and Education Requirements:

- Must possess High School Diploma/GED.
- Bilingual English and Spanish.
- Dental Assistant certification.
- Current CPR certification.
- Prior Dental Assisting experience preferred.

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➤ **Medical Assistant**

Performs any combination of the following duties under direction of physician or health care provider to assist in examination and treatments of patients: interview patients, measure vital signs, such as pulse rate temp. blood pressure, weight, and record information accurately and timely in chart. Prepare treatment rooms for examination of patients, medical assistance will be required to support any combination of front and back office medical assistant duties. This position will be responsible for two major aspects of the various evidence-based practices: ensuring fidelity to the various models and overseeing outcome data. This would include but not be limited to the following responsibilities: Assess patients, measure vital signs, and obtain pertinent information as required per visit type. Records accurate information obtained from patient or parent/guardian into the electronic health record in a timely manner. Prepares patient for examination, treatment and/or procedures. Explains procedures to patients, answers questions as needed and/or allay their anxiety by providing them with additional time and/or information to make informed decisions. Determine and assists patient's understanding of information provided to them. Travel between DTLA sites, Main Eisner Site, USC, WHC, and Lynwood will be required. Recruiting for all specialties including Pediatrics, Adults, OB, Women's Health, and Family Medicine.

Qualifications & Education Requirements:

- Work flexible hours.
- Worked in high pace, high volume community clinic environment.
- Type 35 WPM.
- Must have experience performing Snellen and Audiometric hearing tests.
- Experience with and knowledge of CHDP requirements (required to attend CHDP training as mandated by program).
- Required to attend training by CAIR (California Immunization Registry of LA and OC). Must have knowledge of VFC (Vaccines for Children) program. Possess the ability to and flexibility to function in all positions of the department (Vaccines/Discharge/Float).
- High school graduate or equivalency. Must possess a current CPR Certification.
- **Bilingual in English and Spanish.**
- Certification as a medical assistant in the State of California.
- Ability to read and write consistent with job requirements; cognitive skills as related to the position.
- 1-year experience as a medical assistant with a family practice clinic.

Preferred Skills:

- EHR experience preferred.
- Certification through the California Family Health Council (CFHC), Basic Health Worker course recommended.
- Ability to read/interpret immunization records as well as prepare and administer immunization per the AAP Standards of Immunization and as required by the California Immunization Registry. CPSP knowledge and FP certification.

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Preferred Skills:

- Experience working with EHRs, specifically NextGen, desirable.
- Experience with mentoring, guiding and training in a class room setting, desirable.

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➤ **Medical Assistant – PEDS (Van Nuys)**

Job Description:

Performs any combination of the following duties under the direction of the physician or health care provider to assist in examination and treatments of patients: interview patients, measure vital signs, such as pulse rate temp. blood pressure, weight, height, and record information accurately and timely in chart. Prepare treatment rooms for examination of patients. Provides information regarding medical treatment and/or services to be offered during the visit and explains them to the patients/parent. Thoroughly completes appropriate forms as per the visit type.

Qualifications and education requirements:

- High school graduate or equivalency.
- MUST possess current CPR certification.
- Certification as a Medical Assistant in the State of California.
- Certification through the California Family Health Council (CFHC) Basic Health Worker course, recommended
- Bilingual in English/Spanish.
- At least 2 years experience as a medical assistant in an outpatient clinic for Pediatric and adolescent patients.

Preferred skills:

- Must have genuine desire to work with children.
- Possess the ability to work in a fast paced, high volume community clinic environment.
- Experience and knowledge of CHDP requirements, will be required to attend CHDP training as mandated by the program.
- Must be familiar with performing Snellen and Audiometric hearing tests.
- Will be required to attend training held by the CAIR (California Immunization Registry of LA and OC) program in order to provide parents with accurate immunization information at every office visit.
- Must be able to read and interpret an immunization record.
- Must prepare and administer immunizations as per the AAP Standards of Immunization and as required by the California Immunization Registry.
- Must be familiar with the Vaccination schedule for children, and have some knowledge of VFC (Vaccines for Children) program.
- Must demonstrate the ability to initiate standing orders as per written guidelines in the department.

- Possess the ability and flexibility to function in all positions of the department (Vaccines/Discharge/Float).

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➤ Medical Assistant – Floater

Job Description

Performs any of the combination of the following duties under the direction of the physicians or healthcare provider to assist in examination and treatment of patients: interview patients, measure vital signs such as pulse rate, temperature, blood rate, weight, height, and record information accurately and timely in a chart. Prepare treatment rooms for examination of patients. Records accurate information obtained from patient or parent/guardian in the electronic health record in a timely manner.

Qualifications & Education Requirements:

- High school graduate or equivalency.
- Must possess a current CPR Certification.
- Bilingual in English and Spanish
- Certification as a medical assistant in the State of California.
- Ability to read and write consistent with job requirements; cognitive skills as related to the position.
- Flexible with hours

Preferred Skills:

- Back Office Experience

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➤ Medical Assistant – PEDS (DTLA)

Eisner Health is looking to fill a Medical Assistant position. This position requires the full understanding and active participation in fulfilling the mission of Eisner Health. It is expected that the employee demonstrate behavior consistent with integrity for Eisner's core values. The employee shall support Eisner's strategic plan, goals, and direction as well as supporting organizational expectations such as; customer service, patient's rights, confidentiality of information, environment of care, and initiatives.

Job Description:

Performs any of the combination of the following duties under the direction of the physicians, healthcare provider, or department supervisor to assist in examination and treatment of patients: assess patients, measure vital signs, and obtain pertinent information as required per the visit type. Records accurate information obtained by patient or parent/guardian in the electronic health record in a timely manner. Reviews patient's health record for accuracy and completes outstanding orders.

Qualifications and education requirements:

- High school graduate or equivalency.

- Medical Assistant Certification.
- Current CPR Certification.
- Work flexible hours, worked in high pace, high volume community clinic environment. Type 35 WPM.
- Must have experience performing Snellen and Audiometric hearing tests.
- Experience with and knowledge of CHDP requirements(required to attend CHDP training as mandated by program).
- Required to attend training by CAIR (California Immunization Registry of LA and OC).
- Must have knowledge of VFC (Vaccines for Children) program. Possess the ability to and flexibility to function in all positions of the department (Vaccines/Discharge/Float).

Preferred skills:

- EHR experience preferred.
- Certification through the California Family Health Council (CFHC), Basic Health Worker course recommended.
- Ability to read/interpret immunization records as well as prepare and administer immunization per the AAP Standards of Immunization and as required by the California Immunization Registry.

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➤ **Dental Assistant**

This position is responsible for assisting the dentist(s) and the dental hygienist(s) in the direct provision of primary care dental services to patients at the clinic. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments, supplies, and for proper infection control of all areas involving dental care. The dental professional must diagnose and authorize the work to be performed on the patient by the dental staff. Must provide extra oral duties or procedures specified by the supervising licensed dentist. Operate dental radiography equipment for the purpose of oral radiography and preform intra oral and extra oral photography.

Qualifications and Education Requirements:

- Must possess High School Diploma/GED.
- Bilingual English and Spanish.
- Dental Assistant certification.
- Current CPR certification.
- Prior Dental Assisting experience preferred.

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**Offers are contingent upon successful clearance of a criminal background check and post-offer physical.