



JOB ANNOUNCEMENT

Job Title:	Medical Assistant
Job Number:	19 - 107
Location:	Denver
Department:	40
Reports to:	Shelter Supervisor
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

COMPANY OVERVIEW

Founded in 1988, Urban Peak is the only non-profit organization in Denver that provides a full convergence of services for youth ages 15 through 24 experiencing homelessness or at imminent risk of becoming homeless. Our goal is to meet youth where they are and to provide them with the assistance and support they need to become self-sufficient or obtain the necessary services they need to exit a life on the streets. Urban Peak provides numerous programs and services that are founded on the principles of trauma-informed care and Positive Youth Development to assist youth in reaching their potential and living a successful life off of the streets. Services include street outreach, a 40-bed shelter for youth ages 15 through 20, a daytime drop-in center, supportive housing, education and employment services, case management, life skills courses, behavioral health evaluations, meals and more.

The youth served at the shelter come from a variety of backgrounds, and we strive to be a safe community for all youth, regardless of race, ethnicity, national origin, religion, class, educational background, sexual orientation, gender identity, or ability status.

JOB SUMMARY

Under the supervision of the Shelter Supervisor, the **Medical Assistant** will be responsible for performing administrative and clinical duties as directed by Physician. Administratively, the Medical Assistant will process data entry, maintain patient record/files, schedule appointments, and patient follow-up. Clinical duties include collection and delivery of STI Specimens, place and read PPD's, track vaccinations, coordinate care, follow-up on behalf of youth with physicians as needed, and administer contraceptives. This position will ensure that interactions, interventions and environments at Urban Peak are trauma informed and emphasize the physical and emotional safety of youth and staff.

QUALIFICATIONS

- *Medical Assistant Certification from a Committee on Accreditation of Allied Health Education Programs (CAAHEP) accredited college program and a minimum of one year related experience; or an equivalent combination of education and experience. Experience working in a shelter environment and experience with high-risk youth populations a plus*
- Familiar with standard concepts, practices, and procedures within the medical field
- Able to coordinate with various departments and staff and a team orientation
- Organizational skills and focus on task-completion
- The ability to connect and work effectively with a diverse, resistant street youth population with an understanding of the issues of the homeless youth population

- Must be insurable as a driver on Urban Peak's auto liability policy to transport youth using an Urban Peak vehicle and an approved personal vehicle
- Attendance and punctuality are basic requirements in this job description
- Understanding of the provision of and commitment to trauma informed care and positive youth development
- Must pass both federal and state background checks
- Must pass pre-employment TB screening
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel)

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

Administrative

- Complete paperwork for STI/HIV/vaccines/pharmaceuticals
- Track the type of care provided to patients
- Assist patients with making medical appointments and follow up with those patients who are pregnant or have chronic medical conditions or STIs
- Identify and build new community collaborators to serve as the long-term medical home when client leaves Urban Peak services
- Assist with patient enrollment and referrals to government assistance programs
- Conduct data entry and related maintenance of office and patient records
- File/ maintain medical records
- Transport specimens to Denver Health
- Other job duties may be assigned

Clinical

- Triage patients
- Serve as youth advocate in tracking and encouraging youth's appropriate use of medical services
- Prepare treatment room for patient examinations, including cleaning and organizing rooms
- Explain physician instructions to patients, including treatment, procedures, medications, and diets
- Help physician examine and treat patients
- Perform tasks such as giving injections, removing sutures, changing dressings, applying bandages, and other First Aid procedures
- Collect blood, tissue, or other laboratory specimens, log/record, and prepare it for testing
- Maintain supplies and equipment
- Dispose of contaminated supplies according to OSHA standards

WORK SCHEDULE

This is a part time position of 20 hours a week. The typical work schedule is flexible and will need to have coverage for the day and night shift. This position may require some weekends to support and attend Urban Peak events.

COMPENSATION & BENEFITS

The starting salary for this position is 18.00 per hour. Our benefits package includes life, disability, medical & dental insurance, 403(b) plan, paid time off, sick time bereavement time, jury duty, holidays and a RTD Eco Pass.

TO APPLY

Please submit cover letter, resume, and the names and telephone numbers of three (3) professional and/or academic references to:

Urban Peak

ATTN: Human Resources
730 21st Street
Denver, CO 80205
Fax: (303) 295-6116
E-mail: ben.kinghorn@urbanpeak.org

All attachments should be in Microsoft Word (.doc) or portal document format (.pdf). In the subject field of the email include the job number, job title, and your first and last name. (Example: 012345 – HR Specialist – Doe, Jane).

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources we are unable to respond to phone inquiries, including calls to check on the status of a submitted application. Applicants will only be contacted if selected for an interview. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Urban Peak is an equal opportunity employer and seeks a diverse pool of applicants.