



REACH Medical Job Posting Posted: 7/18/23

Position Title: Medical Assistant

This is a full time benefits eligible position at the REACH Project Inc.

REACH provides low-threshold, harm reduction-oriented primary care, behavioral health and MOUD in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

Position Goals and Roles: The Medical Assistant (MA) provides administrative support for daily patient MOUD treatment intake operations at REACH Project; including answering phones, registering patients, scheduling appointments, taking vitals and efficiently completing MOUD intake and follow up appointment processes.

Responsibilities:

- Greet and register patients in a professional, trauma-informed and courteous manner.
- Safely and effectively complete new MAT and follow up MAT appointments intakes
- Ensure PMP (istop) is checked on each patient before entering or recommending a new prescription for prescriber review
- Complete all admissions requirement per OASAS and REACH regulations
- Appropriately schedule follow up appointments with multi-disciplinary team members and/or providers
- Complete the pre-registration/registration process and all prior-authorizations and paperwork required to ensure a streamlined process for REACH and the patient.
- Support Practice Administrator in day-to-day operations of the practice.
- Complete assigned tasks as needed to support practice operations.
- Be fluent in the philosophy and known outcome measures of Harm Reduction and Low Threshold Care
- Understand and be cross-trained in all non-clinical aspects of the practice
- Attend quarterly staff meetings
- Work collaboratively with all staff, and contractors
- Share in after hour and before hour responsibilities

Qualifications:

- Medical Assistant Certification
- Strong intrapersonal skills with a commitment to provide respectful, culturally-competent communication to fit the context of our target population. ● Knowledge and ability to use computer/database systems including Microsoft Outlook, Word, Excel, and PowerPoint.
- Ability to work evenings and weekends as required.
- REACH Medical is the provision of harm reduction-based, trauma-informed, low threshold care without stigma.
- Solid communication skills and ability to work well within multidisciplinary agency ● Deep understanding and belief in harm reduction, health equity, diversity and inclusion
- REACH is dedicated to health equity, we are committed to hiring and developing well-qualified staff who reflect the racial, ethnic, social and cultural diversity of the people we wish to serve. People of color, people with LGBTQ identities, and people with disabilities are particularly encouraged to apply.

Supervision:

- This position reports to the Office Manager.

Benefits:

- The position offers a competitive salary and benefits package.
- The salary range for this position is \$17.00 - \$24.99/hour.

Please submit a cv/resume or cover letter to Ginny at gdecare@reachmed.org.

