



EMPLOYMENT OPPORTUNITY

Job Title: Medical Assistant/Phlebotomist
Supervisor: Physician
Location: Elgin, IL
Job Type: Exempt, Full-Time
Salary: DOE

Description:

This is a vital integral position within the Department of Medical Services. The Medical Assistant/ Phlebotomist will assist with the examination and treatment of patients under the direction of a physician.

Duties:

- Rooming patients
- Taking vital signs
- Gathering pertinent family, social, and HPI
- Providing education to the patients as required and requested
- Entry of all information in the EMR system
- Administration of EKG's, CLIA waived tests, immunizations/vaccinations

Requirements:

- Must be computer literate
- Must be Bilingual English/Spanish
- Must be a CMA
- Some college preferred

How to Apply:

Please send you resume to humanresources@odhcil.org

While all applications are appreciated, only candidates selected for the interview will be contacted.

It is the policy of Open Door to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, ethnic origin, gender, gender identity, age, marital status, veteran status, sexual orientation, disability, or any other basis prohibited by applicable federal, state, or local law.