

**JOB POSTING**  
**St. Christopher's Inn**

**POSITION:**                   **Medical Assistant – Part-time**

**DEPARTMENT:**            Medical

**DAYS:**                        Saturdays

**HOURS:**                     10:00 a.m. to 5:00 p.m.

**POSITION SUMMARY:**

Responsible for patient care under the direction of a Physician, Nurse Practitioner, RN or LPN. Obtain vital signs, assist with treatments, patient instruction and insuring appointments are kept.

**QUALIFICATIONS:**

- High School Diploma or GED
- 2 plus years in a medical setting.
- Current NYS Medical Assistant or Nurse Assistant Certification
- Knowledge of confidentiality regulations as applicable to the release of health information.
- Ability to communicate effectively, orally, and in writing.
- Strong organizational skills required in order to maintain records and files.
- Attention to detail required in order maintaining accuracy of client records.
- Good computer skills and prior experience using an electronic health record program.

***Interested candidates should pick up an application for posted position From the Human Resources Department; or you can get one by e-mailing [HR@atonementfriars.org](mailto:HR@atonementfriars.org). The application should be completed and Returned to H.R. via e-mail or faxed to 845- 424-2165.***