



Job Title: Medical Assistant
Date Last Revised: October 8, 2025
Reports to: Medical Clinic Coordinator
FLSA Status: PT, Non-Exempt (24 hrs/week)
Wage: DOE

TO APPLY: Please submit a resume and cover letter to ebby@genesisch.org. In the cover letter, please include what most interests you regarding working at Genesis, how you believe you'd be a good fit for the position, and what a growing personal relationship with Jesus Christ means to you.

Job Summary

The Medical Assistant is responsible for coordinating and providing high quality and efficient medical care for patients at Genesis Community Clinic, in Garden City, under the direction of the Medical Clinic Coordinator.

Duties and Responsibilities

Patient Care

- Work closely with other clinic staff to coordinate patient care during weekly clinics
- Within scope and during work hours, be available to assist patients with medical concerns
- Prepare huddle reports for weekly clinics as directed by the Medical Clinic Coordinator
- Return phone calls from patients/providers and follow-up
- Efficiently perform venipuncture and patient intake as needed
- Pray for patients if requested

Personnel Coordination

- During clinic, coordinate volunteers to foster high quality and compassionate care
- Assist with medical outreach activities
- Orient and train medical volunteers
- Direct workflow for medical clinic
- Assist Medical Clinic Coordinator as needed
- Sub for Medical Clinic Coordinator as needed

Clinic Logistics

- Inventory, maintain, stock, and purchase medications and medical supplies
- Ensure medical equipment needed is acquired and maintained
- Ensure exam rooms are stocked
- Assist with monthly reporting

Other Duties as Assigned

Minimum Qualifications

- A committed Christian, demonstrating a growing personal relationship with Jesus Christ

- Proficiency in Microsoft Office Suite and experience with EMRs
- Registered/Certified Medical Assistant (MA)
- Must be available to work evening clinics as needed
- Experience in a clinical setting, and comfortable coordinating patient care
- Ability to supervise and coordinate the work of volunteers
- Ability to manage inventory and keep detailed records
- Compassion for those facing economic difficulties
- A strongly self-motivated person able to succeed with minimal resources and supervision
- Ability to pray for patients

Superior Qualifications

- LPN licensed in Idaho
- At least 2 years of experience in a primary care clinic setting
- Experience coordinating volunteers
- Bilingual in Spanish

Working Condition and Physical Demands

- Ability to sit, stand, bend and stoop for extended periods of time.
- Ability to lift up to 25 lbs. on rare occasions
- Ability to work in a fast paced, multitasking, and sometimes stressful environment.
- Ability to respond to emergency/crisis situations.
- Exposure to noise.
- Exposure to ill people
- Exposure to blood and/or body fluids.