



Job Description

Medical Assistant Instructor and Job Developer

About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is a private job-training center and accredited school (accredited by the Western Association of Schools and Colleges - WASC). JobTrain offers an array of vocational training programs, and computer and ESL classes for adults and for in-school and out-of-school youth. Our vocational training classes, academic support, and employment readiness programs are primarily geared toward individuals needing assistance with overcoming significant academic, career and personal challenges to be successful in school and work arenas. The MAI/JD position will be located at the Goodwill Silicon Valley training facility in San Jose, CA.

About the Position

The Medical Assistant Instructor and Job Developer reports to the Director of Instruction and Career Development and works closely with the Career and Job Development Manager. This position requires a responsible, qualified Instructor, capable of assessing, planning, implementing, instructing, and evaluating educational programs in the field of Medical Assisting. Responsibilities for this position include classroom teaching of basic medical assisting procedure, administrative medical assisting, basic financial management, medical practice, and back office training which includes taking patient vital signs, history taking, dosage calculations, injections, blood draws.

This position is also responsible for case managing MA students and providing job development services. The primary responsibility in this area is to make sure that all enrollment requirements are completed, and that documentation is evident in the client files. In addition to providing comprehensive case management, the MAI/JD enters and maintains data into JobTrain's salesforce database system. The position requires individuals to also have knowledge and experience navigating the healthcare industry, particularly establishing new partnerships for externship sites and understanding the MA accreditation process. In addition, the right candidate is expected to have experience working closely with care facilities, hospitals and clinics, developing solid relationships with healthcare representatives, and connecting graduates to employment and externship opportunities.

Work Schedule

This is a full-time position scheduled to work 40 hours per week; Monday through Friday from 8:00 a.m. to 4:00 p.m.

Duties – May include, but are not limited to the following:

Medical Assistant Instruction Responsibilities

- Maintain up-to-date knowledge of current related state and federal requirements. Modify curriculum accordingly.
- Maintain accurate records, schedules, and course requirements regarding hours of instruction and content. Responsible for ordering supplies and updated textbooks needed for class work.
- Implement Medical Assistant curriculum and revise as needed.
- Evaluate and document trainee progress through testing, observation, and assessment of skills attained.
- Communicate effectively with trainees, fellow team members, including staff at internship site, JobTrain staff, and prospective employers.
- Through daily instruction, provide a stimulating environment that encourages participation, interpersonal skills development, and comprehension of concepts.

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- Maintain professional growth in Medical Assistant expertise, instructional skills, and administrative program changes dictated by state and federal requirements through attendance at appropriate seminars, membership in professional organizations, and by following relative professional publications.

Job Development Responsibilities

- Some knowledge of Workforce Investment Act (WIOA) policy & procedures preferred, but not required.
- Use JobTrain's Salesforce database and understand client flow at JobTrain.
- Work with healthcare industry representatives and service providers to promote and secure employment and externship opportunities for MA students.
- Represent JobTrain at events and speaking engagements promoting vocational training programs.
- Produce monthly reports detailing enrollments, completions, and placements.
- Perform other related duties as assigned.

Skills and Experience

- Recent experience as a Medical Assistant or related field strongly preferred.
- Must experience using electronic medical record programs.
- Must be positive, responsive, and a motivational role model for trainees.
- Must be computer-literate with competence in Microsoft Word, email, and web applications.
- Must be strongly detail-oriented and organized.
- Must be very reliable and trustworthy in handling confidential information.
- Must have a minimum 1-year experience in a Healthcare Setting or as a Case Manager.
- Must have a valid California Driver's License, Auto Insurance, and have own transportation.

Qualifications

Education and Experience: Associate degree and six years professional experience, or Bachelor's degree and two years professional experience. Additional experience in Medical Assisting and/or in a medical office environment. **An equivalent combination of education and experience may be substituted for the above.**

Other: Successful applicants will have excellent written, verbal, organizational, interpersonal communication, and computer skills.

Compensation and How to Apply

A competitive salary and benefits package is offered. Interested candidates should submit a résumé and cover letter to info@Jobtrainworks.org. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**