



Job Description

Medical Assistant Instructor and Job Developer (Evening)

Job Train seeks individuals who understand the dynamics of a non-profit organization, client driven services, and has a commitment to empowering the underserved populations – helping those most in need succeed. While the COVID-19 Pandemic continues to have an impact on our work, we have maintained a distance learning approach for our Medical Assistant training program.

About the Position

The Medical Assistant Instructor and Job Developer position requires a responsible, qualified Instructor, capable of planning, instructing, implementing, evaluating, and assessing educational programs in the field of Medical Assisting as well as case managing MA students and providing job development services. Responsibilities for this position include classroom teaching of basic medical assisting procedure, administrative medical assisting, financial management, medical practice, health management; and back office training which includes taking patient's vital signs, administration of medications, and phlebotomy procedures required for Medical Assistants. The instructor must have knowledge in an electronic medical record software (EMR/EHR). The Medical Assistant instructor must be positive, responsive, and a motivational role model for trainees. Some student counseling experience is preferred. Familiarity with telecommute technology is highly preferred. This position reports directly to the Director of Instruction and Career Development.

Work Schedule

This is a full-time position scheduled to work 32 hours per week; Monday through Thursday from 12:30 p.m. to 8:30 p.m. (12:30 – 3:30 p.m. for Career Development/3:30 p.m. to 8:30 p.m. for class instruction). This role may start partially virtual or fully virtual.

Duties

Duties may include, but are not limited to the following:

Medical Assistant Instruction Responsibilities

1. Maintain up-to-date knowledge of current related state and federal requirements. Modify curriculum accordingly.
2. Maintain accurate records, schedules, and course requirements regarding hours of instruction and content. Responsible for ordering supplies and updated textbooks needed for class work.
3. Implement Medical Assistant curriculum and revise as needed.
4. Evaluate and document trainee progress through testing, observation, and assessment of skills attained.
5. Communicate effectively with trainees, fellow team members, including staff at internship site, JobTrain staff, and prospective employers.
6. Through daily instruction, provide a stimulating environment that encourages participation, interpersonal skills development, and comprehension of concepts.
7. 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

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

Skills and Experience

- Recent experience as a Medical Assistant or related field strongly preferred.
- Must be eligible to become an adjunct instructor at the San Mateo County College District.
- Must be computer-literate with competence in Microsoft Word, email, and web applications.
- Must be strongly detail-oriented and organized.

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- 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: Associates Degree and six years professional experience, or Bachelors 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.

Compensation and benefits

JobTrain offers a competitive salary; medical, dental, vision, chiropractic/acupuncture, and LTD/Life benefits; a 403(b) retirement plan with company match; paid Holidays; and paid time off.

Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).

How to Apply

Interested candidates should submit a résumé and cover letter to info@Jobtrainworks.org. The position is now open and applications will be accepted until the position is filled. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). JobTrain may require the successful candidate to undergo a background check before employment is offered. JobTrain is an equal opportunity employer.