

We are a community of more than 50 medical and administrative professionals working together to fulfill Long Island Spine Specialists' mission to deliver the highest quality of individualized comprehensive care to each patient with compassion and integrity. We have an exciting opportunity for a dedicated **Full Time Medical Assistant** within our organization.

Job Responsibilities:

This position fulfills patient care responsibilities as assigned that may include:

- Check schedules and organize patient flow
- Accompany patients to exam/procedure room
- Assist patients as needed with walking transfers, dressing, preparing for exam, etc.
- Collect patient history and perform screenings per provider guidelines
- Assist physicians/nurses with various procedures
- Charting
- Relay instructions to patients/families
- Answer calls, and provide pertinent information

Qualifications:

- One year of recent experience working in a medical facility as a medical assistant and/or documented evidence of internship completed in a medical office
- High school diploma or equivalent
- Medical assistant diploma from an accredited vocational institution, or a community college course in medical assisting preferred
- Ability to travel between locations (Commack, West Hempstead, West Islip, Riverhead) and work a flexible schedule (Monday-Friday)
- Ability to communicate, both verbally and written, with all levels of personnel
- Bilingual in English and Spanish strongly preferred

LISS is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, gender identity or expression, genetic information, disability, veteran status, citizenship status, or any other factors prohibited by applicable law. LISS takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities

Job Type: Full-time

Salary: \$20.00 - \$22.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance

- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- No weekends

Work setting:

- In-person

Work Location: In person

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