



Baltimore Child Abuse Center

Position Title: Medical Assistant and Clinic Coordinator

Supervisor: Medical Director

The mission of Baltimore Child Abuse Center is to provide victims of child sexual abuse, trauma, and other Adverse Childhood Experiences in Baltimore and their non-offending caretakers, with comprehensive forensic interviews, medical treatment and mental health treatment with a goal of preventing future trauma.

Position Summary: The Medical Assistant and Clinic Coordinator serves as a collaborative member of the health care team at Baltimore Child Abuse Center and is responsible for performing routine administrative and clinical tasks to keep the medical clinic running smoothly.

Responsibilities & Duties:

Administrative

- Answering telephones and assisting with scheduling patients
- Maintain the schedules for medical providers ensuring current appointment slots are available for viewing by BCAC's team and partner agencies
- Greeting patients, caregivers, and caseworkers
- Preparing patient charts
- Updating, filing, and tracking patient medical records
- Checking in patients upon arrival
- Filling out forms and handling correspondence
- Preparation for and participation in multi-disciplinary team meetings
- Purchase and maintain supplies and equipment
- Keep waiting and examination rooms neat and clean
- Data entry and analysis as requested

Clinical

- Explaining procedures to patients and caregivers
- Preparing patients for examination
- Assisting the physician/nurse practitioner during the examination
- Collect and prepare laboratory specimens and assist in/perform blood draws
- Dispose of contaminated supplies.
- Arrange examination room instruments and equipment

Education & Skills:

- Bachelor's degree in related field preferred
- Graduates of formal Medical Assistant programs from a postsecondary-vocational school or community college will be considered
- Good oral and written communication skills and the ability to interact positively with children and families, as well as with BCAC staff and staff from other agencies.
- Knowledge of child development, sexual abuse dynamics, investigations, and treatment desired
- Candidate must be comfortable working with child victims of sex abuse and maltreatment which would include taking genitourinary pictures during forensic examinations.

- Professionalism, effective communication, and strong organizational skills required
- Bilingual English/Spanish helpful

Additional:

- This position is grant funded, full time, 40 hours/week
- Ability to pass a criminal background check
- BCAC is an equal opportunity employer
- Health benefits and parking are available

For consideration, candidates should submit a resume and cover letter to Erica Lazarus at ELazarus@bcaci.org. Only qualified candidates will be contacted for an interview.