Job Description

Medical Assistant Program Instructor

JobTrain seeks individuals who understand the dynamics of a non-profit organization, client driven services, and have a commitment to helping those most in need succeed. This listing is a key position at JobTrain and works closely with the Director of Instruction and Career Development. This position is located in San Jose and not on JobTrain's main campus, but occasional travel to JobTrain's main campus in Menlo Park may be required.

About the Position:

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's vital signs, history taking, dosage calculations, injections, and blood draws. The instructor should have some experience using electronic medical record programs. The Medical Assistant instructor must be positive, responsive, and a motivational role model for trainees. The work schedule is Monday through Friday 8:00 a.m. – 4:00 p.m.

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

1. Implement Medical Assistant training curriculum and revise as needed.
2. Maintain up-to-date knowledge of current related state and federal requirements ongoing.
3. Maintain accurate records, schedules, and course requirements regarding hours of instruction and content. Responsible for ordering supplies and updated textbooks needed for class work.
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 the externship sites, Program 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.
8. Perform other related duties as assigned.

Skills and Experience:

- Recent experience as a Medical Assistant or related field strongly preferred.
- 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 valid California Driver's License and have own reliable transportation.

Qualifications:

Education: An Associate's 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.

Compensation and Eligibility: JobTrain offers a competitive salary, options for health, dental, and vision benefits, an employer matched 403(b) retirement plan. The full time position requires 40 hours per week Monday through Friday 8:00 AM - 4:00 PM. JobTrain is an equal opportunity employer. JobTrain may require the successful candidate to undergo a background check before employment is offered. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).