



IMMEDIATE OPENING

POSITION TITLE: Medical Assistant Instructor (Per Diem/Temporary Position)

JOB LOCATION: Santa Ana, CA and Anaheim, CA

DESCRIPTION OF ORGANIZATION: Hope Builders is a highly focused, goal-oriented program that provides young adults, ages 18-28, with the life skills and job training to needed to achieve personal and professional success. More information can be found on our website at www.tsjhopebuilders.org.

POSITION SUMMARY:

The Medical Assistant Instructor, Per Diem/Temp is responsible of presenting instruction of a provided program curriculum. This individual is responsible for the educational quality of the trainee's experience. This position requires the following qualities:

- Excellent presentation, training, and facilitation skills
- A flexible, energetic, positive team player with commitment to providing high-quality instruction
- Excellent interpersonal skills including the ability to relate to a culturally diverse population
- Excellent written and verbal communication skills
- Commitment to use data to improve program effectiveness and ensure quality

KEY RESPONSIBILITIES:

- Teach and mentor Medical Assistant Trainees; providing training, knowledge and skills in the following subject matters: medical terminology, math, safety, medical assisting functions, and other related skills as appropriate
- Foster an environment of personal responsibility, problem solving, critical thinking, and communication among trainees
- Demonstrate and practice effective classroom management techniques to effectively maximize trainee learning
- Maintain daily attendance records

EDUCATIONAL REQUIREMENTS

- AA/AS required; BA/BS preferred
- Certified Medical Assistant required

SKILL AND EXPERIENCE REQUIREMENTS

- Minimum of two (2) year of teaching experience in medical billing, medical assisting, customer service or related fields; experience working with youth or young adults a plus
- Minimum of two (2) year of work experience in a health care environment; medical office management, medical billing, or phlebotomy training a plus
- Computer application knowledge of MS Word, MS Excel, Power Point and MS Outlook a plus
- Experience delivering instruction using an interactive approach and/or multi-media technology
- Excellent interpersonal skills including the ability to relate to a culturally diverse population and to teach to different learning styles and abilities
- Excellent written and verbal communication skills
- Bilingual English/Spanish preferred

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks and the ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission of Hope Builders.

Work Hours

- Per Diem or temporary position. Hours are negotiable, Monday through Friday between 8:00a.m. and 5:00p.m.

Compensation

- Hourly rate negotiable, based on experience.

To Apply

- Email resume to resumes@tsjhopebuilders.org