



Job Announcement

Job Title: Youth Clinical Services Assistant I
Date of Announcement: September 1, 2009
Number of positions: 2
Position: Full-time, non-exempt status
Compensation: DOE, with Health, Dental, and 401K Benefits
Start/End Date: ASAP

Asian Pacific Health Care Venture, Inc (APHCV) is a non-profit community health center located in the east Hollywood and Los Feliz area, and provides primary care to low-income communities in Los Angeles County. APHCV operates its REAL Youth Clinic on Wednesday evenings providing youth-friendly clinical services to youth ages 12-24 and also operates a school-based health center at John Marshall High School and mobile unit health services at Belmont High School.

JOB SUMMARY:

The Youth Clinical Services Assistant I is responsible for providing and maintaining youth-friendly clinical services to youth patients at both the school-based health center sites and/or the REAL Youth Clinic on Wednesday evenings. APHCV expects all employees to respond and participate to emergency situation per emergency policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Perform and ensure accurate patient intake, insurance screening, and patient exiting procedures at the John Marshall Health Center or Belmont Mobile Clinic and during Youth Clinic on Wednesday nights.
2. Maintain the smooth flow of communication between patient, provider, medical assistant and other clinic support staff
3. Compile, maintain, and report service and clinically related data/ information.
4. Oversee and maintain administrative and administrative supplies and/or clinic inventory
5. Lead and/or participate in student and/or parent outreach events on or off the school site, including street outreach, parent events, and classroom presentations.
6. Create flyers, promotional items, and other media tools and order incentives for school-based health center or youth events.
7. Provide administrative and clinic operations support and/or coverage to other clinic support staff functions based on staffing needs e.g. financial screening.
8. Assist in coordinating the Student Advisory Board.
9. Provide interpretation in Spanish to patients and parents.
10. Translate English documents into appropriate language and/or proofread documents (if applicable, upon satisfactory assessment of translation skills).
11. Serve as back-up TeenSmart, pregnancy test, and HIV counselor when needed (upon completion of appropriate training and/or satisfactory assessment)
12. Attend on-going standing meetings related to Youth Cluster, clinic operations, outreach and general APHCV meetings.

13. Maintain regular communication with the School-Based Health Program Coordinator II and Youth Clinical Services Outreach Program Coordinator II.
14. Provide support and complete other duties as assigned by the Youth Services Manager.

Minimum Qualifications and Requirements:

1. Associates degree or higher or 1 year related experience in community health, health sciences, human service field.
2. Bilingual in Spanish (written and oral) (required for position at Belmont High)
3. Experience working in customer service, preferable in a health related field.
4. Knowledge and familiarity with clinical setting preferred.
5. Strong oral and written communication skills, including ability to write reports and facilitate meetings.
6. Experience working with data or data reports
7. Experience working with adolescents, including people of diverse cultural, education, socio-economic, and linguistic backgrounds, and knowledge of related issues.
8. Ability to use a personal computer, internet, MS Word, MS Excel, and/or other information databases.
9. Ability to work with minimum supervision and also function as a team member
10. Self-organized, can prioritize competing assignments and multi-task.
11. Proof of eligibility to work in U.S., valid driver's license and access to a motor vehicle.

To Apply for this position:

Please send a Cover Letter, Resume, and Reference List to hrrresume@aphcv.org.
Please have "Youth Clinical Services Assistant I" in subject heading of email.

Asian Pacific Health Care Venture is an Equal Employment Opportunity Employer (EEOE) and adheres to hiring practices in accordance to Federal and State regulations.