

Job Title: Medical Assistant

Location: St. Kitts

Employment Status: Full-time

Salary: Based on Experience

To Apply: Please email your resume to contact@hartglobalmanagement.com.

Job Summary

- We are searching for a medical assistant- someone who works well in a fast paced setting. In the position, you'll gather information, assess and provide direct care to patients.

Job Responsibilities

- Provides wayfinding, general assistance and customer service to members and families.
- Assist with the collection of patient/family data.
- Provides general patient care.
- Schedules appointments.
- Collects specimens and performs laboratory test.
- Demonstrates commitment to team, flexibility, professional interpersonal, communication, critical thinking and customer service skills.

Requirements

- High school graduate or equivalent.
- Certification as a certified medical assistant, registered medical assistant or emergency medical technician is preferred.
- One year of experience preferred.
- Fundamental knowledge of pediatric assessment and treatment.
- Knowledge of related guidelines and requirements.
- Knowledge of general office tasks, confidentiality and filing systems.
- Knowledge of medical terminology.
- Ability to use thermometer, scales, sphygmomanometer/stethoscope, butterfly needles, hearing/vision screening equipment, pulse oximetry, tympanometer, basic laboratory equipment, i.e. microscope, centrifuge, hematology analyzer, and specimen collection.
- Proficiency with treatments such as nebulizer, ear irrigation and dressing changes.
- Familiarity with all business office machines, i.e. computer, multiline telephone, copier and scanner.
- Effective interpersonal and communication skills required.

About Hart Global Management Group

Hart Global Management Group has provided services to start-ups, government organizations, colleges and universities and small-to-large organizations. We are the trusted advisors to the world's leading businesses.

Our expertise has allowed us to become the leader in developing and implementing a process that builds time standards, programs and performance scorecards to help our clients with future performance expectations. Our model determines expectations for growth and profitability for our clients as we discover these expectations differ from their existing strategies and identifies potential initiatives to increase long-term value.

