



Position: Medical Assistant

Department: Health Services

Reports To: Director of Administration & Clinic Operations

Status: Part Time, Non-Exempt

Pay: \$25~\$30

Probation: 90 days

JOB SUMMARY:

The Medical Assistant role combines clinical medical assistant duties with case management such as referrals and resource navigation, with a focus on underserved populations including individuals impacted by HIV/STIs and transgender and gender-diverse patients. This position plays a critical role in promoting equitable, affirming, and comprehensive care, including the administration of hormone therapy injections under provider supervision, routine treatments, and immunizations. The MA collaborates closely with medical providers and community partners to provide high-quality, respectful, and inclusive care.

The position is part-time, with an expected schedule of 16 to 24 hours per week.

Primary Duties and Responsibilities:

Clinical Responsibilities:

- Interview patients, take and record vital signs (e.g., pulse, temperature, blood pressure, height, and weight).
- Prepare and maintain treatment rooms; assist providers with examinations and procedures.
- Administer treatments, hormone injections (for gender-affirming care), and immunizations under provider supervision; accurately document all administered medications in the Electronic Health Record (EHR).
- Perform diagnostic and routine tests (e.g., lab specimen collection, EKGs, hearing screenings, growth plotting).
- Clean, sterilize, and calibrate instruments; ensure exam rooms are stocked and sanitary.
- Record patient data and clinical documentation using EHR and Practice Management System (PMS); handle scheduling, support prescription processing as directed by providers, and patient charting.
- Communicate normal and abnormal lab/test results to patients as directed by the provider.
- Provide translation or interpretation services or arrange for them as needed.

- Serve as a resource for gender-diverse patients, ensuring a welcoming and affirming clinic environment.
- Maintain required logs (e.g., medication logs, refrigerator temperature, TB results, lab machine calibration).
- Participate in lab proficiency testing and prepare specimens for external lab processing.

Gender-Affirming & Inclusive Care:

- Provide gender-affirming clinical support, including administering hormone therapy injections under provider supervision and assisting with related health services.
- Work respectfully and knowledgeably with transgender and non-binary patients, using correct names and pronouns.
- Support patient education on gender-affirming treatments and general sexual/reproductive health.
- Coordinate care with providers to ensure patients have access to appropriate support services, referrals, and follow-up care.
- Maintain confidentiality and sensitivity around gender identity, medical transition, and patient disclosures.

Outreach and Patient Support Responsibilities:

- Address social determinants of health by connecting patients to internal and external resources (e.g., housing, transportation, food assistance).
- Submit monthly reports and data to funders and program leads as required.
- Participate in quality improvement efforts, evaluations, and regular performance reviews.
- Work occasional evenings and weekends based on program or outreach needs. Occasional evenings/weekends are pre-scheduled or based on organizational needs.

Desired Qualifications, Experience and Skills:

- High school diploma or equivalent required
- Certified Medical Assistant (CMA) required.
- CPR and BLS certifications required.
- Minimum 1–2 years of experience in a clinical, community health, or outreach setting.
- Demonstrated experience or training in gender-affirming care, HIV/STI prevention, and inclusive reproductive health preferred.
- Proficient in EHR systems.
- Bilingual (English/Spanish) strongly preferred.

- Strong communication skills and commitment to cultural humility and equity in healthcare.
- Ability to work independently and collaboratively across departments and partner organizations.
- Must comply with all medical requirements (e.g., up-to-date vaccinations, TB test).

ONE IN LONG BEACH, INC
dba THE LGBTQ CENTER LONG BEACH
EMPLOYMENT APPLICATION



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/ expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

INSTRUCTIONS:

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application to **Ellie Perez, Executive Director**, at eperez@centerlb.org.

PART I: CANDIDATE'S INFORMATION

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

PART II: PREVIOUS EMPLOYMENT WITH THE CENTER

Have you ever been employed by The Center?			☐ Yes	☐ No
DATE(S):	FROM:	TO:		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER

Have you ever volunteered at The Center?			☐ Yes	☐ No
DATE(S):	☐ One time	FROM:	TO:	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER

Have you ever received any services at/from The Center?

☐ Yes☐ No

DATE(S):

☐ One time

FROM:

TO:

PART V: AVAILABILITY

For which position are you applying?

What type of work are you seeking?

☐ Full time☐ Part-time☐ Temporary

On what date can you start?

Please use the spaces below to write which days and hours you are available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

If needed, can you work overtime?

☐ Yes☐ No**PART VI: EDUCATION**

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+

Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

PART VII: JOB RELATED SKILLS

Language skills: Are you fluent (speak, write, read) in any other language other than English? *If so, please describe below.*

☐ Yes☐ No

Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.

Have you read the job description?

☐ Yes☐ No

Do you understand the requirements of the job?

☐ Yes☐ No**PART VIII: EMPLOYMENT HISTORY**☐ **I am still working for this employer**

May we contact employer?

☐ Yes☐ No

Employer's Name

City/State

Phone

Position/Job Title

Supervisor's Name

Dates of Employment

From:

To:

Duties/Responsibilities

Reason for leaving

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

PART IX: PROFESSIONAL REFERENCES

Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

ACKNOWLEDGMENT**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature _____

Date _____