

US Peace Corps/Guatemala seeks to contract a

MEDICAL ASSISTANT

The Medical Assistant is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to: working as the health unit receptionist, actively assisting the Peace Corps Medical Officers in clinical procedures as approved, screening phone calls, taking messages, maintaining records, coordinating requests, managing medical appointments, distribution of medicines to volunteers/trainees, and other clerical and administrative functions in support of the Medical Office.

Required and Preferred Qualifications:

- a. Completion of a nursing school (technical/university degree), general medical school, medical assistant program, and valid registered clinical licensure/diploma; or Applicable knowledge and experience obtained through on-the-job training or under the direct guidance of a provider (supporting documentation must be submitted).
- b. Two years of progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experience is necessary.
- c. Level IV (Fluent) English is required
- d. Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.
- e. High proficiency in Microsoft Office Suite required (Word, Power Point, Access, Outlook and Excel)
- f. Position requires excellent interpersonal communication and intercultural skills

Compensation will be negotiated based on salary history and experience, other bonuses to be made in accordance with local labor law. Must be a Guatemalan Citizen or possess a Guatemalan Residency at the time of application. Relocation assistance not offered. Individuals not meeting these basic qualifications need not apply. Please submit, in English: resume, a letter of interest, copies of nursing school certifications (or other that apply), a letter of reference, and salary history to the following e-mail address hrguatemala@peacecorps.gov, no later than April 11, 2016 and identify your application in the subject as: ***Medical Asst.***