



JIB MEDICAL P.C. / JIB SERVICES, LLC

Date Posted: 3 days, 04/07/2026-04/09/2026
Title: Medical Assistant
Schedule 'A' Rate of Pay: \$1,374.33 per week
Grade: 9, OPEIU L153
FLSA Status: Non-Exempt
Employer: JIB Medical P.C.
Department: Medical
Location: Flushing, NY 11365 Onsite
Vacancy: 1

About Us:

The Joint Industry Board of the Electrical Industry (JIB) was established in 1943 by the International Brotherhood of Electrical Workers, Local Union No. 3 and employers affiliated with the National Electrical Contractors Association. Its mission is to promote harmony between employees and employers, administer benefits for members and their families and improve competitiveness through progressive management, education, training, and technology.

Healthcare Setting - Outpatient Private Practice - JIB Medical, P.C. is the healthcare facility for a large, non-profit, self-funded union/multi-employer benefit plan that handles around 27,000 visits yearly for a variety of services. We provide the opportunity to practice medicine as you would want. Our healthcare setting environment is relaxed, collegial, friendly, and supportive care team. Our leadership is academically based. Being self-funded, we have no conflicts of interest and freedom to apply the best standard of care for our patients.

JOB DESCRIPTION

Reporting to the Nurse Manager, under close supervision, the Certified Medical Assistant will perform various administrative functions in JIB Medical, P.C. but not limited to:

- Take medical histories, and recording vital signs
- Explain treatment procedures to patients
- Prepare patients for examination
- Assist the physician and nurses during examination.
- Collect and prepare laboratory specimens or perform basic laboratory tests on the premises
- Dispose of contaminated supplies
- Sterilize medical instruments.
- Arrange examining-room instruments and equipment
- Purchase and maintain supplies and equipment
- Keep waiting and examining rooms neat and clean
- Perform special assignments as needed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
We are an equal opportunity employer, and we value diversity.



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Work Environment

This job operates in a Medical Outpatient Primary Care Patient environment. This role routinely uses standard office equipment such as desktop computers, phone, scanner, printer, keyboard, photocopiers, shredder, and fax.

Physical Demand

Sedentary work environment with physical demands described are representative of those that must be met by an employee to successfully perform the functions of this job. This would require the ability to lift files, pull files/forms/books, stand, bending, shred documents, open/close filing cabinets as necessary.

Position Type/Expected Hours of Work

This is a full-time onsite 35 hours per week– Non-Exempt (OPEIU Local 153) position.

Flexibility: Must be available to work overtime when necessary.

Expected Hours of Work

Monday- 10:00AM-7:00PM
Tuesday- 11:00AM-7:00PM
Wednesday- 11:00-7:00PM
Thursday - Off
Friday -9:00AM-6:00PM
Saturday 8:30AM-2:30PM
Sunday- Closed

Travel: No travel is expected for this position.

Required Experience, Skills, and Qualifications

- To qualify you must have a High School diploma or equivalent and certification as a Medical Assistant from a nationally recognized Medical Assistant certifying organization such as American Association of Medical Assistants (AAMA), American Medical Technologies (AMT), National Center for Competency Testing (NCCT), or National Health Career Association (NHA). Recertification will be required.
- Current clinical experience required.
- Minimum 3 years of GYN & Internal Medicine experience.
- Ability to accurately perform EKG, assist with GYN procedure, sterilize instruments, basic lab functions, hearing test & color vision test, Point of Care Testing, check logs as needed and/or assigned by Nurse Manager. EKG Certification Required.
- Must be experienced in Venipuncture technique. Phlebotomy Certification Required.
- BLS Certification Required.
- Effectively measure and record height, weight, vitals, etc. for exam.

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- Ability to accurately input patient information into the EMR System as well as retrieve patient info from the EMR system for various functions.
- Excellent patient care and communication skills.
- Must be flexible and available to perform overtime when necessary.
- Maintain cooperative and professional relationships with physicians, nurses and office/clinical staff, in person and on the phone. Functions as a respectful member of JIB Medical team.

Other Duties/Special Projects Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable Accommodations Statement To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable *qualified* individuals with disabilities to perform the essential functions.

HIPAA Compliance Required

To Apply: Submit a copy of your resume and letter of interest to L153 Shop Steward and the same to JIBHR@jibe.com.

Distribution: L153 Employees Group Distribution and JIB Intranet – Will be Posted for Three Business Days.