



LUNALILO HOME  
JOB ANNOUNCEMENT

**FULL TIME MEDICAL ASSISTANT (MA)**

Lunalilo Home and Adult Day Care offers diverse opportunities for those interested in using their skills and experience to serve *kūpuna* (elders) and to make a difference in the lives of others by providing compassionate, quality care.

We are a not-for-profit senior services organization focused on emphasizing our guiding principles of *aloha* (love, compassion), *mālama* (caring), *laulima* (cooperation), *hō'ihi* (respect), *ho'omanawanui* (patience), *lokomai'ka'i* (generosity) and *pono* (doing what is right) in all that we do. We seek diligent professionals who embrace these values to celebrate, perpetuate and advance the legacy of King Lunalilo to broader reaches and to greater impacts in our communities.

We seek a **Medical Assistant (MA)** for a full-time day shift schedule

**PURPOSE:**

Provides physical care and comfort to residents in accordance with clearly prescribed procedures under direction of Licensed Nurses; Director of Nursing (DON), Registered Nurse ("RN"), Licensed Practical Nurse ("LPN"), Administrator and/or CEO, by performing the following duties.

**DUTIES AND RESPONSIBILITIES:**

- Help residents by providing information, services, and assistance.
- Maintains medical supplies inventory
- Performs preventive maintenance to keep medical equipment in operable condition.
- Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit.
- Prepare patients for examination by performing preliminary physical tests; (e.g., taking blood pressure, weight, and temperature; and reporting patient history summary).
- Secures patient information and maintains patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; and keeping patient information confidential.
- Counsel patients by transmitting physician's orders and questions.
- Schedules physician appointments

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Experience with EMR (electronic medical records), Medical Terminology, Previous experience in specific medical field preferred, Current, unexpired In Person BLS Adult CPR/AED and Current, unexpired First Aide Certifications, 2 step TB clearance, must meet I-9 employment eligibility requirements.

**EDUCATION:**

High School Graduate or GED, Bachelor's degree preferred, Read, Write and Speak English equivalent of 100-University level English

**EXPERIENCE:**

Three (3) months MA experience preferred.

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants and especially with regard to race, ethnicity, gender, sexual preference, veteran status, or on the basis of disability or any other federal, state, or locally protected class.

Interested applicants please send resume and reply to this posting addressed to the attention of:

**Office, HR & Development Manager**  
808-395-1000 x223  
Lunalilo Home  
501 Kekauluohi Street  
Honolulu, HI 96825