Medical Assistant: Gap year(s) opportunity at doctor’s office in Brooklyn Heights, NY

The office of Pain Management physician, Mathew Lefkowitz, MD, is looking for a motivated and hard-working medical assistant. This position is an excellent opportunity to learn about and participate in all aspects of clinical medicine. Our medical assistant program is over twenty years old with past graduates working as successful physicians or currently attending top medical schools.

Job Description:

In this full-time job, you will work directly with the doctor, administrative staff, and patients. On the patient-facing side, assistants learn to take an accurate and thorough history, assess vital signs, and assist with various interventional pain management procedures. Through direct patient interaction, assistants learn about anatomy, symptomatology, and pharmacology as related to pain management. On the administrative side, assistants learn to organize patient appointments, assist with chart notes, and liaison with other doctors and healthcare professionals through written reports. Assistants also become familiar with the electronic health system and how technology integrates with patient-care. In this fast-paced work environment, assistants cultivate the skills to work effectively in a group, communicate effectively with patients, and clinically treat disease.

Qualifications:

- A bachelor’s degree and the completion of premedical coursework or a post-baccalaureate premedical program
- Excellent communication skills (both written and verbal)
- Ability to multitask and work in a fast-paced environment

How to Apply:

Please send a copy of your resume/CV attached as a PDF and include a brief letter expressing your interest in the position with a summary of your availability to the following email address: lefkowitzassistantjobs@gmail.com.