

FRONT OFFICE MEDICAL RECEPTIONIST

National Biomechanics Institute – F/T \$14 - \$16/hr. The position is fully remote (work from home) following a one-week in-person training in our Torrance, CA office. Though the position is remote, there will be periodic meetings in the greater Los Angeles area (1-2x / month), thus, the candidate must live and work in Southern California. Carry out administrative responsibilities for our (medical) expert witnesses. Prefer someone who has experience or an understanding of the legal system. Answering calls. Scheduling / managing the calendar for depositions, trials and case analysis. Summarizing medical records. Summarizing depositions. Managing incoming / outgoing expenses. Coordinating with law firms to acquire case documents. Preparing expert binders. Self-motivated and organized. Position has immense amount of room for growth from both a career and financial perspective.

<https://www.indeed.com/viewjob?cmp=National-Biomechanics-Institute&t=Front+Office+Medical+Receptionist&jk=095c992e0aff9841>

BILINGUAL OUTPATIENT PHARMACY TECHNICIAN

Rx relief - Los Angeles \$14.25 - \$16.50/hr. Maintain productivity and quality standards, as well as legal and company compliance, as you enter in new prescriptions and assist in the preparation of prescriptions. Maintain controlled-drug medication records, as you assist the Pharmacist in preparing and filling prescription items, as permitted by the State Board of Pharmacy. Interpret and enter physicians' orders into the computer order system. Establish or maintain accurate patient profiles, including lists of medications taken by individual patients. Perform drug calculations and interpret prescriptions. Maintain proper storage and security conditions for all drugs. Answer telephones and respond to questions or requests. Pre-package bulk medicines; fill bottles with prescribed medications, type and affix labels, including cautionary or auxiliary labels. Take inventory, place orders, check-in drugs and supplies, stock shelves, remove out-of-date items from the inventory and inform supervisors of stock needs and shortages. Clean and help to maintain equipment or work areas according to prescribed methods. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information. Process returned medications from the facility for credit or destruction. Support location and departmental goals, and the overall objectives of the Company. Comply with all laws, regulations and standards of ethical conduct. Able to work in the Los Angeles, CA area. Have valid, open and active California Pharmacy license. Entry Level Pharmacy Technicians are encouraged to apply. Retail experience preferred. High school diploma or equivalent. Successfully complete background check, client health screening criteria and drug screen.

<https://jobs.rxrelief.com/job/144172/Outpatient-Pharmacy-Technician-Entry-Level>

MEDICAL ASSISTANT, INTERNAL MEDICINE

DaVita Medical Group – Torrance. F/T Monday- Friday 8AM-5PM. HealthCare Partners Medical Group is seeking a full time Medical Assistant to support our internal medicine clinic. High school diploma, G.E.D. or equivalent. Includes special certification required for specific jobs. Graduate of an accredited Medical Assistant program. Phlebotomy certificate. Current Basic Life Support for Provider by American Heart Association (AHA)–100% online certification is not acceptable.

<https://jobs.davitamedicalgroup.com/job/R0067826/Medical-Assistant-Internal-Medicine>

BILINGUAL UNIT SECRETARY

Harbor Regional Center – Torrance. \$32,602 - \$36,287/yr. English/Spanish. Answer telephones, take messages and/or route calls to appropriate staff. enter and retrieve data regarding clients and/or vendors into HRC's information systems, including Virtual Chart (and SANDIS where necessary), ensuring that information is accurate and kept up-to-date, maintain files for clients and/or vendors in HRC's document management system, Laserfiche, including scanning and organizing documents both physical and electronic. Review correspondence and complex reports for distribution, scanning and filing take minutes/meeting notes. Compile documents from multiple sources for referral packets. Sort mail, both USPS and email, for electronic filing. Complete assigned projects, such as database management for federal programs, records for social security, staff, client parent or vendor training/event materials, coordinate meetings/appointments, including room reservations and set-up. Requisition supplies for staff/team(s). Provide coverage for the Receptionist on a rotating basis, by greeting and directing visitors and answering and routing telephone calls. High school diploma and 2 years of clerical/administrative experience. AA degree or business certificate preferred. High proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint. Strong organization and support skills. Sort, organize, and summarize documents and information. Timely, accurate and meet deadlines. Respond professionally with internal and external parties. Effectively manage conflicting priorities. Sensitive to private and confidential information.

<https://www.indeed.com/viewjob?jk=712b807e4b34b070&l=Torrance,+CA&tk=1dmol5tmr27nq804&from=ja&alid=5746a464e4b0d3b9cdfad6a1>

DENTAL ASSISTANT

National Dentex – Hawthorne. F/T, M – F: 8:00am - 5:00pm, hours will be subject to change from time to time. Travel may be required up to 5 % of the time. Salary is negotiable and will be determined by skills, knowledge, abilities, and experience. Provide technical assistance to our customers. Counsel and advise Dentists on a variety of products, including treatment plans and designs. Provide accurate product, turnaround time, case design recommendations and case evaluations to Dentist. Communicate effectively with internal teams to ensure case resolutions. Occasional, light hands-on details to restorations for corrections and modifications as needed. Outbound telephone communications either implied by a customer or requested in writing that pertain to a case, estimate, pre-op evaluation or consultation. Partner with sales and marketing efforts in promotion and distribution of company policies, procedure and products. Strong verbal and written communication skills. Strong computer skills – MS Office Excel, Word, Outlook. Detail-oriented – ability to manage multiple projects/assignments at one time. Dependable, Team Player Must is able to work in a fast-paced environment with demonstrated ability to juggle multiple tasks. One year or more as a Dental Assistant or in an administrative role within a dental practice. Great customer service skills to interact with Dentist. Intermediate computer skills. Good communication skills include your ability to relate, persuade, lead, negotiate and express yourself when speaking and writing. CDT a plus but not necessary. Preferred Certified Dental Tech.

<https://recruiting.ultipro.com/NAT1033/JobBoard/370dd1c9-d3d6-857b-6303-435fa6679056/OpportunityDetail?opportunityId=23c3e750-e463-4ade-8c11-88020faa8fd5>

MEDICAL ASSISTANT, GASTROENTEROLOGY

DaVita Medical Group - Long Beach. Consistently exhibit behavior and communication skills that demonstrate commitment to superior customer service, including quality, care and concern with each and every internal and external customer. Closely monitor patient safety at all times (i.e. does not leave patient on an exam table unattended) and participate in DMG fall prevention program. Anticipate the needs of the clinician and carry out orders. Perform ear lavage, EKG, spirometry, injections, peak flows, pulse oximetry, breathing treatments, suture removals, wound dressings, vision / hearing tests, urine pregnancy tests, urine dips, blood glucose testing, and blood hemoglobin (hemocue) testing. Assist clinician with procedures (pap smears, laceration repairs, other minor surgical procedures) and may assist with more complex department specific specialty procedures (i.e. vasectomies, cystoscopies, thoracentesis, sigmoidoscopies, bunionectomies, joint aspirations, lance surgery, photo therapy, visual fields, pachymetry testing, etc.). Participate in scheduling specialty procedures (biopsies, minor surgeries, etc.). Cross-train into Care Team Member 1 and 2 positions when indicated. May assist with site marketing activities (i.e. health fairs, senior Olympics, flu clinics and other events). May administer controlled substances upon completion of controlled substance training. Frequently monitor overdue orders and follow approved process to address the orders. Assist clinicians with medication reconciliation per guidelines. Use approved standing orders to perform, order test and update referrals. Assist with entering referrals in electronic health records EHR for clinician to authorize. Enter medical billing charges for services rendered in EHR. Provide direct patient care as needed. Ensure all Patient Intervention Reports (PIR) have been reviewed and actions. Cross trainings to work in other departments or other duties as assigned. High school diploma, G.E.D. or equivalent. Graduate of an accredited Medical Assistant program. Phlebotomy certificate. Basic Life Support for Providers by American Heart Association – (100% online certification is not acceptable). Certified Medical Assistant (CMA) preferred.

<https://jobs.davitamedicalgroup.com/job/R0067686/Medical-Assistant-Gastroenterology>

JOB FAIR

October 24, 2019 | 9:00 a.m. - 3:00 p.m.

150 open positions with benefits. Certified nursing assistants, food service workers, activity coordinators, and other positions available. On October 24th, you can complete the exam/testing, hiring interviews and live-scan process in one day on certain jobs. Food Service Technicians I & II, Activity Coordinators, and Certified Nursing Assistant (CNAs) applicants can reduce the State hiring process by participating. Bring information on three job references for yourself. Job Offers could be made at the Job Fair. Workshops will be provided on “How to Get a State Job” and “How to Maneuver the CalHR Website.”

Attend at West Los Angeles Veterans Home, 11500 Nimitz Avenue (Wilshire and the 405), Los Angeles, CA 90049. Available jobs are listed at www.calvet.ca.gov/jobs. For information about the job fair, and directions please call the West LA Veterans Home Human Resources Department at (877) 605-1332 ext. 5 or (424) 832-8200 or email WLAHumanResources@calvet.ca.gov.

PHARMACY TECHNICIAN

WALGREENS - Los Angeles. Part-time. Requires willingness to work flexible schedule, including evening and weekend hours. In accordance with state and federal regulations, assists the pharmacist, under direct supervision, in the practice of pharmacy. Assists the pharmacist in the performance of other Pharmacy Department duties in accordance with Company policies and procedures. Responsible for using pharmacy systems to obtain patient and drug information and process prescriptions. If PTCB certified, assists with and coaches pharmacy technicians in the operation of pharmacy systems and cashiers in the operation of the pharmacy cash registers. Models and delivers a distinctive and delightful customer experience. Fluent in reading, writing, and speaking English. (Except in Puerto Rico)

<https://jobs.walgreens.com/job/-/1242/13639815>

VETERINARY ASSISTANT

VCA Animal Hospitals – Torrance. The successful candidate will be a believer in the possibilities of high quality veterinary medicine and patient care—with the expertise and technical know-how to make them happen. In this position you will be supporting our Doctors and Technician team by creating a positive, low-stress atmosphere for our clients and patients. Duties will include: Maintaining medical records. Preparing surgical suite and surgical patients. Filling prescriptions. Performing laboratory work and diagnostic imaging. Providing compassionate care and a home away from home for boarded and hospitalized pets. At VCA, your passion for medicine and compassion for pets and people is matched with a commitment to your professional growth.

https://vca.wd1.myworkdayjobs.com/Careers/job/Torrance-CA/Veterinary-Assistant_R-22231

CERTIFIED NURSING ASSISTANT (CNA).

Royal Care Skilled Nursing Center - Long Beach. Ability to be flexible based on patient needs. We have an opening for a CNA on Day, Evening and Night shifts so we can offer flexibility based on your preferences. Our CNAs do work a 4 day on / 2 day off rotation. The schedule can be Days, Evenings or Nights depending on what works best for you. Maintain and use current, appropriate clinical knowledge of all required nursing policies and procedures. Provide the clinical and support services needed to meet all physical and psycho-social needs of the residents and patients. Know and follow the law and company policy about promptly reporting accidents/incidents, injury, or suspected abuse. Provide support and assistance with grooming, including shower as scheduled, oral care, hair care and nail care. Provide patient and resident summary of condition at change of shift. Proper use of techniques and equipment to ensure safe movement of patient/resident and prevent employee injury. Notifies charge nurse/supervisor of significant changes in condition or concerns promptly including but not limited to: Resident incidents, safety concerns, skin changes, equipment malfunction, and resident health/status change. High School diploma or equivalent. Certified Nurse Assistant (CNA) certification in accordance with California law. Must meet the general health requirements set forth by the policies of the facility or department which may include a medical and physical examination.

Able to maintain reliable attendance. Ability to maintain an awesome attitude.

[https://careers-covenantcareca.icims.com/jobs/13173/certified-nursing-assistant-\(cna\)/job](https://careers-covenantcareca.icims.com/jobs/13173/certified-nursing-assistant-(cna)/job)

BILLING ASSISTANT

Behavior Frontiers – Gardena. www.behaviorfrontiers.com. Full Time (M-F between 8:30am and 5:30pm) \$15/hr. Applicants must be reliable, punctual, and able to learn quickly in a fast-paced office environment. Desired applicant should be able to handle multiple projects and complete tasks in a timely manner all while interacting with clients, employees and office executives. Good interpersonal skills and a cooperative attitude. Good organizational skills.

Strong attention to detail. Ability to complete simple math problems without a calculator Knowledge of Microsoft Office applications (e.g. Word, Excel, Outlook). A professional, yet friendly demeanor. Some knowledge of QuickBooks. Prior medical billing experience preferred, but not necessary. BA preferred, but not necessary. Ability to provide negative TB test results Ability to clear FBI & DOJ fingerprinting.

<https://www.behaviorfrontiers.com/employment?p=job/oRnjbfws>

OFFICE ASSISTANT / ENTRY LEVEL

Integral Rehab, Inc. - Redondo Beach. www.integralrehabinc.com Part-time. \$11/hr. Schedule: 6-8 hours a day, Monday through Friday. Morning. Hours per week: 30-39. The candidate must possess collaboration skills and be a motivated team player with the ability to work at a fast pace while being detail-oriented in an intimate work place setting. Data entry; Case reviewing;

Communicating with clients. Computer competency; Attention to detail; Multitasking Pleasant / professional telephone skills. Office experience preferred. Phone skills mandatory for prompt relaying of information and answering client questions. Excellent ability to multitask Prioritize completion of tasks with accuracy. Office: 1 year. Computer Literacy: 1 year.

Redondo Beach, CA (Required).

<https://www.indeed.com/viewjob?cmp=Integral-Rehab%2C-Inc.&t=Office+Assistant&jk=481c9c18368b2459>

EMT

PRN Ambulance – Carson. Entry Level and Experienced. Free Training Opportunities such as CPR, BLS Skills Renewal, PALS, ACLS, ECG and others and many benefits! Let our PRN Family help build your confidence, expand your knowledge, and encourage your personal growth. Get your ALS, BLS, Critical Care Transport, and Neonatal/Pediatric Intensive Care Transport experience here at PRN Ambulance.

https://prnambulance.candidatecare.jobs/job_positions/preview/10148642

CAREGIVERS IN LAKEWOOD , CA 90712 - \$17/hour

Kindly Care – Lakewood. P/T, Sun 10a to 7p. Kindly Care is looking to match a caregiver with a 99 years old female client in Lakewood CA 90712. The care receiver requires help with bathing, companionship, meal prep, med reminders, and toileting. CR has a dog. Prefers female caregiver.

<https://www.kindlycare.com/jobs/post/628140409>

VETERINARIAN ASSISTANT

Affordable Animal Hospital Torrance – Torrance. P/T, Flexible schedule. Working days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. Hours per week: 20-29. 9AM - 10PM. Keeping accurate medical records, clerical work, and client education, promotion of hospital products and services and support of the organization. This position requires some knowledge of hospital procedures, policies and services; client and patient treatment protocols; hospital computer systems; and the standard procedures, records, and terminology used in a veterinary hospital. The Veterinary Assistant provides support with pet restraint, lab work, procedures, surgery, nursing care, and triage/discharge of patients. Benefits:

<https://www.indeed.com/viewjob?jk=35aab7fd6103308e>

MEDICAL BACK/FRONT OFFICE ASSISTANT

Healthpointe - Long Beach. Greets patients and visitors and directs them accordingly.

Obtains authorization as needed to process patients for services needed. Admits patients into Chart base in accordance with client company protocols. Explains all required paperwork and forms to patients and ensures proper completion of all paperwork. Answers incoming telephone lines in accordance with company procedures and directs the caller accordingly. Checks out patients either via computer system according to procedure and distributes records according to the Employer's protocols. Dispense medications accordingly. Files paperwork, medical records and correspondence according to defined company procedure. Dissemination of all paperwork to outside parties including non-injury paperwork, custody and control forms. Assists in processing patient referrals as required. Follows HIPAA guidelines and safety rules as outlined in training received. Attends center staff meetings. Participates in ongoing training. Knowledge of back office medical clinic operations. Knowledge of the electronic medical records.

Knowledge of employment testing such as, but not limited to drug screens, audios, PFT, and physicals. Knowledge of assisting in minor surgical procedures, giving injections and HIPAA compliance. Positive attitude, professional demeanor, good team player. Punctual and reliable.

<https://www.healthpointe.net/job/medical-back-front-office-assistant/>

DENTAL ASSISTANT

Top Implant Center – Los Angeles. F/T, four days a week. Can be flexible around school hours if needed. New SoCal ROC graduates are welcomed.

Call Sonia to set up an interview at (213) 382-4336.

ENTRY LEVEL PERSONAL FITNESS TRAINER

The Perfect Workout - Pasadena studio. We're looking for enthusiastic people who want to enter the field of personal fitness training. If you have the qualities we're looking for, we will hire you and teach you everything you need to know in order to become a top-of-the-line trainer. Enjoy the opportunity to interact with our clients, help them change their bodies, and get paid to work in a field that you love. No prior fitness work experience or fitness education is required. We're interested in people with the following qualities: Energetic & Attractive Personality.

Dependable. Coachable. Great Work Ethic

<https://www.theperfectworkout.com/la-area-careers/>