

Make an Impact as a Medical Assistant

Work with underserved communities



PCC Community Wellness Center (PCC)

PCC is a Federally Qualified Health Center (FQHC) with 11 locations in Chicago, Berwyn, Melrose Park and Oak Park. PCC offers outpatient primary care, inpatient obstetrics, and adult family medicine services. Using a family medicine model, PCC provides a full spectrum of services throughout the life cycle. In addition to standard medical and preventative care, this comprehensive approach includes mental health care, substance abuse treatment, oral health care, and support services.

Why PCC?

At PCC you can work in a team-based care setting as a medical assistant or medical assistant team lead. Team-based care includes nurses, medical assistants, patient care representatives, and care coordinators that work to the top of their training to best care for patients.

Work with a team that provides these services:

- Integrated behavioral health
 - Behavioral health consultants at each site
 - Psychiatric advanced practice nurses serving all sites
- Financial counseling
- Dental services
- Sports Medicine and Ultrasound
- Health education and urban farm
- Birth Center at PCC, only freestanding birth center in Chicagoland

Medical assistant duties may include:

- Vitals and preparation for exams
- Labs and blood draws
- Assist with EKGs
- Vaccines
- Wound care
- Individual health education



Administrative Offices
14 Lake Street
Oak Park, IL 60302
708-383-0113

www.pccwellness.org

Your Benefits at PCC

Group Benefits

You can select any combination of the medical, dental and/or vision plans. Benefits are effective the 1st of the month following 30 days of employment.

Medical: Blue Cross Blue Shield of Illinois — 4 plan options (2 PPO and 2 HMO)

Dental: Humana — 1 plan option

Vision: Humana — 1 plan option

Group Term Life, AD&D, and Long Term Disability: Provided by PCC through UNUM at twice the base compensation. The maximum benefit is \$200,000 at no cost to eligible employees.

Paid Time Off

Vacation: 10 days

Sick: 12 days

Personal: 3 days

Holidays: 7 days

Voluntary Benefits

Voluntary Life Insurance and AD&D: Through UNUM you can purchase up to three times the base compensation for yourself or a maximum of \$150,000 of life insurance (whichever is less).

Voluntary Short Term Disability: Available for purchase through MetLife on a post-tax basis.

Eligibility Requirements

Full-Time Employees (0.75—1.0 FTE) are eligible for vacation, holidays, sick and personal time, medical insurance, dental insurance, vision insurance, group term life insurance, group long term disability insurance, voluntary life insurance, and voluntary short term disability.

Part-Time Employees (0.50—0.70 FTE) are eligible for vacation, holidays, sick and personal time, medical insurance, dental insurance and vision insurance.

Medical Assistant Career Ladder

PCC is committed to ensuring that medical assistants have the resources, professional development, and competitive compensation they need to do their job well, feel highly satisfied with their work, and want to pursue an extended career with PCC. Therefore, PCC has a career ladder which considers time, grade, and performance related qualifications. The career ladder has four medical assistant levels. As medical assistants progress from one level to the next, their careers will advance to include compensation adjustments. Through this program, PCC will pay for medical assistants to take the Certified Medical Assistant or Registered Medical Assistant test.

**To apply for medical assistant positions at PCC, visit “Join our Team” at:
www.pccwellness.org**