Title: Doctor's Assistant
Organization: Pain Management Clinic, Dr. Mathew Lefkowitz
Department: Private practice
Location: Brooklyn Heights, NY
Website: http://www.drmlefkowitz.com/
Hours per week: 40-50
Desired Start Date: May, 2015
Desired End Date: Minimum 1 year commitment, 2 years preferred
Paid or Unpaid: ~35k/year
Qualifications: A bachelor’s degree and the completion of premedical coursework or completion of a post-baccalaureate premedical program is required prior to beginning position. Excellent communication skills (both written and verbal) are required. Excellency in typing is required. You must demonstrate the ability to learn how to use an electronic health records website quickly and efficiently.

Position Description: Our Brooklyn Heights medical practice is seeking a mature and enthusiastic team player for a medical assistant position in a very busy pain management practice. This is an ideal opportunity for someone who would like to gain practical experience in a medical setting and is planning to take 1-2 years off while applying to medical school. Many of our former assistants have gone on to prestigious medical schools. In this full-time job, you will work intimately with the doctor and patients. You will conduct patient interviews and assist the doctor in minor procedures (primarily spinal injections). As an assistant, you will also function as a liaison between the doctor, patients, and outside healthcare professionals. Other responsibilities include composing and editing evaluation reports and various letters to physicians on behalf of the doctor, as well as learning about running a private medical practice. You will be joining a team of four assistants and four office staff members. Health insurance benefits will be provided.

Application Instructions: Send a copy of your resume/CV in the body of an email (i.e. not as an attachment), and include a brief letter expressing your interest and why you are the most appropriate candidate for this position to the following address: lefkowitzassistantjobs@gmail.com

We will conduct interviews for this position at our office in Brooklyn Heights, NY.

Thank you!

Mathew Lefkowitz, MD