

### PHYSICAL THERAPY AIDE

Confidential - Los Angeles. F/T. \$15 - \$16/hr. Ability to multitask, strong organizational skills, keeping on schedule, anticipating the needs of the Physical Therapist. It is important that the applicant has at least basic understanding and knowledge of human anatomy and exercise physiology, experience in personal training and a face-to-face customer service experience.

Responsibilities include assisting the physical therapist in keeping schedule, supervising exercises, prepping rooms between patients, applying modalities, keeping exercise equipment clean and safe for everyone to use. Education: it always helps if the applicant has healthcare related education, is a future physical therapist, or has a physical therapy aide training.

**<https://www.indeed.com/viewjob?cmp=Confidential&t=Physical+Therapy+Aide&jk=61708d17604d0b4e>**

### PATIENT COORDINATOR

Complete Women Care - Long Beach. [www.completewomencare.com](http://www.completewomencare.com) The Call Center is open from 7:30 AM - 8:00 PM Monday - Friday and Saturdays from 8:00 AM to 5:00 PM. Candidates should be open to working between these hours. Build sustainable relationships and engage patients by going the extra mile. Provide one-call resolutions and outstanding customer service.

Provide patient support via telephone (inbound/outbound) and online live chat. Appointment scheduling for new and established patients. Register new patients and provide information about the organization. Answer basic medical questions. Discuss with patients signed off lab/imaging results that have been approved by physicians. Call in prescriptions, orders, and referrals.

Resolve problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems. Maintain the EHR database by entering/updating information. Enhance our organization's reputation by providing superior service to patients. Follow communication scripts when handling different topics. Customer Focused, Excellent Customer Service, Data Entry Skills, Listening Skills, Phone Skills, Verbal Communication, Building Relationships, People Skills, Problem Solving, Multi-tasking, Fast Learner.

**<https://www.indeed.com/viewjob?jk=fb8063544c9d3398>**

### MEDICAL OFFICE ASSISTANT/RECEPTIONIST

Coastal Anti-Aging Medical Group – Torrance. Part-time, M - F. \$16 - \$21/hr. Demonstrate excellent organizational and time management skills, detail-oriented, and efficient. Applicant must have Good communication skills, and excellent customer service skills. Pleasant speaking voice and demeanor. Verifying patient and insurance information. Confirming purpose of visit.

Checking in patients, including performing preliminary physical tests, taking blood pressure, weight and temperature. Also able to respond to patient inquiries and pharmacy requests.

Marketing and social media experience preferred. Comfortable in using email and interacting with Internet applications. Experience in EMR, but willing to learn new system. Knowledge of medical terminology and current CPT and ICD-10 coding. Experienced Front office receptionist in patient scheduling and taking phone calls, as well as maintaining medical records. Ability to perform multiple tasks, including providing informative materials for patients. Ability to perform above duties in stressful situations. Phlebotomy experience a plus

**<https://www.indeed.com/viewjob?jk=1a6b3222fe419aca>**

### DENTAL ASSISTANT/RECEPTIONIST

James Lim, DDS – Torrance. Full-time, Part-time. \$15 - \$20/hr. Small private Dental office looking for Dental Assistant/Receptionist with great personal and communication skills.

Experience and Dental X-ray license is recommended. Submitting insurance claims

Processing payments. Billing. Purchasing office supplies

<https://www.indeed.com/viewjob?jk=d84ec3738f691f69>

### MEDICAL ASSISTANT

FPA Women's Health – Torrance. <https://www.fpawomenshealth.com/> F/T, willing to work weekends. We are committed to the professional development of our front-line staff. Most of our office managers began their careers as medical assistants and were promoted from within. If you are passionate about women's health and looking for career advancement opportunities, come join our growing organization. High School Diploma required. Current CPR Certificate required. Medical Assistant Certificate from an accredited Medical Assistant program required. Bilingual in Spanish preferred, but not required. Have excellent customer service skills and be committed to providing the highest level of customer service. Possess a professional appearance and attitude. Ability to relate to diverse communities. Possess a warm and caring manner. Protect the confidentiality and security of patient information and adhere to HIPPA regulations.

<https://www.indeed.com/viewjob?jk=31d6771868351e5d>

### PATIENT SERVICES REPRESENTATIVE I

PhyNet Dermatology LLC - Rolling Hills Estates. Greets patients, registering and scheduling as appropriate. Triage and routes clinical calls as appropriate. Assists patients with necessary paperwork as needed. Maintains work area and lobby in neat and orderly manner. Escalates questions/issues to appropriate resources as needed. Meets department productivity standards.

Maintains an understanding of billing information to assist providers and medical staff.

Maintains an understanding of services provided by Practitioner and location. Enters referral information as appropriate. Files and pulls medical charts as needed. Regular and reliable attendance. High school diploma or equivalent. 0-1 year customer services experience in a call center, healthcare or retail environment. Computer savvy with ability to navigate between multiple systems simultaneously. Proficiency in Microsoft Office Applications.

<https://recruiting.ultipro.com/NOR1047NEDA/JobBoard/2870dd9e-dcb7-4ea7-9f2f-25ec98a30a91/OpportunityDetail?opportunityId=13c49da7-3ca6-455b-bb1e-5cf2422fbf46&postingId=fcf31714-17be-4bed-8b8d-63324e14e261>

### REGISTERED DENTAL ASSISTANT (RDA)

Dr. Natalia Homyak DDS, Inc. - Marina del Rey. \$15 - \$24/hr. POSITION OPEN NOW

We are a state of the art, high tech, team and customer service oriented growing dental practice in Marina Del Rey. We are techie and have CEREC and 3D printing technology. We are looking for an outgoing, high energy, self-motivated RDA to join us. CEREC trained is a big plus but we are also willing to train.

<https://www.indeed.com/viewjob?cmp=Dr.-Natalia-Homyak-DDS,-Inc&t=Registered+Dental+Assistant&jk=cf6640b2df6f4fc6>

### HOME HEALTH AIDE, HOSPICE

Hospice Group of southern California Inc. – Compton. Part-time. Full-time. \$25 - \$30/hr. looking to cover Valley, LA and San Bernardino area. Per diem CHHA's for our growing Hospice Agency. Provide personal care services and promotes excellent end of life care. Gives or assists with bathing, dressing, oral hygiene, hair treatments, nails and skin care. Assists with elimination, utilizing a bedpan or urinal, commode or bathroom. Assists patient with eating and meal preparation including special diets prescribed for patient. Assists with positioning, transfers and ambulation, with or without assistive devices. Assists patient with prescribed range of motion and prescribed exercise which patient and aide have been taught by designated professional personnel. Assists with application of non-prescription topical ointments. Takes and records temperature, pulse, respiration and blood pressure. Charts tasks. Communicates with patient's families and related persons, and co-workers to achieve an effective exchange of verbal/nonverbal and written information. Observe and report deviations from the usual physical and mental status of the patient and any unusual occurrence(s) to staff nurse within a timely manner. Provides holistic care to hospice patients.

**<https://www.indeed.com/viewjob?jk=0f0bafa2e0c0a3e8>**

### FRONT DESK RECEPTIONIST

Vision Source - Rolling Hills Estates. F/T. Welcome office visitors in a warm manner. Keep the front area running smoothly; schedule appointments. Prior to appointments, verify patient insurance information. Use EHR to keep up-to-date electronic patient files. Answer incoming calls, manage voicemail, and take messages. General knowledge of Front Desk Receptionist procedures; professional office experience. Friendly and outgoing with the ability to connect with a diverse group of people. Efficient, organized and resourceful with strong attention to detail. Proficient in basic word processing, data entry and automated records. Optical office experience preferred but not required.

**<https://visionsourcejobs.com/front-desk-receptionist-job-rolling-hills-estates-ca-25177/>**

### DOG GROOMER

El Segundo Pet Resort - El Segundo. [www.elsegundopetresort.com](http://www.elsegundopetresort.com) Part time position with the possibility of full time. \$13 - \$15/hr. with great potential for a bonus. Ensure the wellness and safety of the Resort animals at all times. - Ability to complete a groom from start to finish, in a timely manner. - Keep work space and grooming area clean and organized, including proper sanitation of equipment and area between pets. - Groom and style pets per owner's instructions and/or according to breed standards. - Develop meaningful, long-term relationships with pet parents by catering to their needs. - High School Diploma or GED - Completion of a Professional Groomer Training Program - Willingness to groom dogs of all sizes, breeds, temperaments - Able to stand, bend, or stoop for extended periods of time - Able to move or lift equipment or pets weighing up to 50lbs - Desire to educate client on proper home coat care. Knowledge of cat grooming is a major plus.

**Send resume. <https://www.indeed.com/viewjob?jk=fca1350c661d262b>**

### DENTAL ASSISTANT

Geller Dentistry - Los Angeles. gellerdentistry.com F/T \$16 - \$20/hr. Small but busy family dental practice on Larchmont Blvd. in Los Angeles. Applicant must be reliable, punctual, hardworking and a team player. Responsibilities include chair-side assisting, changing over treatment rooms. Digital x-rays, impression taking, and more. It is a huge plus if one has experience with or is willing to learn some front office duties as well. Our office is more of a boutique practice. We treat our patients very well and perform honest, high quality dentistry.

**<https://www.indeed.com/viewjob?jk=0c5e9fc0166ff730>**

### PATIENT ACCOUNT REPRESENTATIVE - CUSTOMER SERVICE

Torrance Memorial Physician Network – Torrance. Full time employee who will provide customer service and support to the patients within our organization. The successful candidate will be responsive to patient inquiries regarding their billing. Answers telephone inquiries promptly. Documents all interactions accurately and ensures a satisfactory resolution. Responds to voicemails in a timely manner. High School Diploma or GED. Broad knowledge of computer software; Cerner experience a plus. Excellent verbal and written communicate skills required. Fast learner who is able to multi task. Be able to function as part of a cohesive team; displays professionalism when interacting with patients, co-workers, and other customers.

**<https://www.indeed.com/viewjob?jk=8b14bbdf3a5df084>**

### EMT (24 HOUR SHIFTS)

AmbuServe Ambulance – Gardena. - Full-time, Part-time. \$15/hr. Work Full-Time Only Two Days a Week- 24 Hour Shifts Available with Built in Overtime. Flexible Schedules That Work For You - So you can focus on school and other responsibilities. Current State of California EMT Certification. Ability to obtain a City of Los Angeles DOT Ambulance Driver/Attendant License. Current CPR Certification. California Drivers' License. Ambulance Drivers'

Endorsement Certificate. DMV Medical Examination Certificate

**Call Human Resources, at (626) 385-0440, ext. 306, ask for Edwin.**

**Apply now online at <https://ambuserveambulance.com/>**

### CAREGIVER'S APPLY TO RECEIVE A GIFT CARD!

Attentive Home Care – Carson. Full-time, Part-time. \$13 - \$17/hr. Depending on the level of care needs of your client's your duties will vary, but for the most part you will assist clients with: ADL's (Activities of Daily Living). Personal care and Grooming. Toileting (depends on client).

Transfer. Medication Supervision. Meal Preparation. Light Housekeeping. Companionship. Running Errands/Dr. appointments (depends on client). Our team is responsible for improving the daily lives of the clients we care for across the Orange County, Los Angeles County, and South County Region! Please join us in our vision to be the leading home care company in the industry. Start working with the best! Home Care Aide Registry (PER #) TB/Chest X-RAY Clearance. CA ID or DL. SSN. Employer Authorization (if necessary). Vehicle insurance/registration (if driver).

**<https://www.indeed.com/viewjob?jk=1da4d5cbfc33d186>**

### BATHERS

Paws A While - Manhattan Beach. F/T, P/T. \$13 - \$18/hr. We are looking for a talented Bather or excited to learn, bathe dogs, cleans, and promotes a great experience for each Member. The Bather also assists with handler duties such as dog supervision, feedings, checks ins, cleaning, and breaks. Medium sized family owned shop. Must Love Dogs and be passionate about the pet care industry. Join a great team and learn the fast growing industry of Dog Care from the experts.

**<https://www.indeed.com/viewjob?jk=852d2bd9402039ba>**

### MEDICAL ASSISTANT BACK AND FRONT OFFICE

Ocean Medical - Redondo Beach. P/T. \$13 - \$15/hr. The Front Office Medical Assistant supports the flow of patient care by providing excellent patient relations and is responsible for greeting patients, checking in patients, scheduling, verifying insurance/payment and checking out patients. The Back Office Medical Assistant will assist the provider in the back office and is responsible to bring patients in, obtain vitals, and administer any shots and splints as well as other various back office duties. Be a team player willing to step in and help where needed. Keyboarding (45 WPM), 10-Key, familiar with medical terminology, ICD-9, CPT coding. Be able to problem solve and be a team player. Have excellent verbal and written communication, be computer literate and be a quick learner in a very fast paced environment. Completed training from college or trade school with completion of externship training, CPR Certification, MA Certificate.

**<https://www.indeed.com/viewjob?jk=2cb13f441f95d3bf>**

### VETERINARY ASSISTANT/RECEPTIONIST

Animal Medical Center - Long Beach. From \$15/hr. handle general care tasks such as feeding and grooming of the animals. Assist in restraining animals for veterinary management. Keep records of animal feedings, treatments, and other updates. Maintain a clean and healthy environment. Good communication skills. Effective in multitasking. Team orientated. Passion to help and treat animals. Ability to thrive in a fast-paced environment. Highly motivated with ability to do multitask, be friendly, people oriented, willing to learn, excellent communication skills, able to work with pet, hard working.

**<https://www.indeed.com/viewjob?jk=8a4ef862fbbad68d>**

### PART TIME TEMPERATURE SCREENER

Employnet - South Gate. - Part-time, Contract. \$17 - \$19/hr. 3:30 am-7:30 am Shift Monday-Friday. Flexibility with Schedule. You will perform routine checks and documents to keep the facility running smoothly. Handle all duties in a timely manner. Check and document temperature checks on site/warehouse facility. Communicate with Client HR rep onsite with progress. Take temperature of employees as they check in to work with a non-contact infrared thermometer. Previous experience in healthcare administration or other related fields. Familiarity with medical procedures. Strong organizational skills. Ability to thrive in a fast-paced environment.

**<https://www.indeed.com/viewjob?cmp=Employnet&t=Temperature+Screeener&jk=039090ab146294f2>**

### SERVICE REPRESENTATIVE - Ambulatory Services

Kaiser Permanente - Culver City. F/T, Temporary for approximately three months. Rotating weekends. Pay Grade: 13. Customer Service (Greeting, navigating, instructing/educating). Provide reception for designated area(s); verify patient's visit with pre-established appointment scheduling; register patients; verify and select appropriate insurance coverage including confirmation of alternate insurance, and assists members at designated KP interactive and emerging technologies and on all Kaiser Permanente sponsored electronic devices and technologies. Ensures current schedules are accurate, makes authorized changes as appropriate. Provides patient instructions as appropriate. Performs related clerical duties as required, such as direct booking, copying, etc. Performs related clerical duties in support of Clinic Strategic Goals and Proactive Office Encounters. Provides telephone reception for designated area by screening and referring incoming calls to appropriate staff; takes and relays messages; gives out general or procedural information. May assist in orienting new employees. Carries out appropriate cash control procedures of balancing total revenue received with computer system cash drawer to ensure accuracy; completes closing process in the computer system and deposits daily revenue securely in safe. Coordinates eyewear for delivery to patient. Communicates with the Optical Lab, Contact Lens Distribution Center, and other Optical Centers to manage eyewear order logistics. Assists with inventory control procedures. Explains proper specimen collection to members, rejects unsatisfactory specimens. Assures all pertinent information is entered into system during accessioning. Updates and maintains all necessary logs. Accessions laboratory requests in Health Connect/Laboratory Information System. Maintains all printers - sorts and distributes results from printer processing. Performs pre-analytical phase testing by centrifuging, separating, bar coding and transporting specimens. Successfully pass basic computer literacy test and demonstrate keyboarding proficiency. Successfully pass cash handling skills test. Pass Customer Service Assessment test. High School Diploma or GED. Experience in using multi-line telephones. Recent experience in customer service. Able to work in a fast paced environment and meet established department performance standards and guidelines. Cash handling or equivalent experience. Effective written and oral communication skills.

**<https://www.kaiserpermanentejobs.org/job/-/641/17150336>**

### MEDICAL RECORDS CLERK

Kindred Healthcare - Los Angeles. Create "new" patient folder for each patient using patient's unique hospital number or name, according to established department protocol; maintain master patient index; assist physicians with record completion; contact physicians regarding incomplete charts. Deliver and retrieve patient records (hard copy or microfilmed) to emergency room, admission office or medical/surgical nursing unit; complete out-guide or use electronic device to identify patient record (MRN), date and name of individual requesting record. Organize and file loose reports or other medical record documents; copy all medical records as requested; ensure that appropriate consents, subpoena and other medical record forms are complete upon request for a copy of medical record; obtain authorization from administration. Respond to requests for records from Federal, State or County courts, hospitals and physicians. Assist nursing staff and physicians with death certificates. Assemble condensed portions of inpatient medical records and maintain them over sixty days in medical record department. Maintain correspondence log; perform routine clerical tasks. High School diploma or equivalent. Experience in the healthcare field preferred. Have knowledge of medical terminology and type at least 30 wpm.

**<https://jobs.kindredhealthcare.com/job/-/653/17165716>**

### PET GROOMER

PetSmart – Torrance. Commission. A steady, growing client base. Stable base pay, plus commission. Paid sick and vacation time. Health benefits and 401k. All supplies you need including shampoo, sprays, tools, etc. State of the art equipment including kennels, tables, dryers, and Hydrosurge. On-going education and training. Room to grow your career as a Salon Leader, Store Leader, or District Academy Trainer!

**<https://petsmart.jibeapply.com/jobs/81362797540-1213332610>**

### PEDIATRIC MEDICAL ASSISTANT

Children's Medical Group – Torrance. F/T, Temporary. \$12 - \$15/hr. Work both the back and front office as needed. Perform routine office and clinical assignments to keep the medical facility running smoothly. Support pediatricians. Interact professionally and patiently with children and their families. Experience in the healthcare field. Experience administering vaccines. Ability to work efficiently and accurately. Strong organizational skills. Ability to thrive in a fast-paced environment. Friendly attitude and willingness to work as a team.

**<https://www.indeed.com/viewjob?jk=1a7cba7c87e2c666>**

### PET CARE ASSOCIATE

Puparazzi - Los Angeles. [www.puparazzila.com](http://www.puparazzila.com) \$12 - \$15/hr. Able to work a flexible schedule including weekends and holidays. A new luxury cage-free concept Pet Hotel coming to location in LA! We are looking for several positions to be filled for our upcoming Grand-Opening! We will offer boarding, daycare, spa services, training, as well as other services. We specialize in providing around-the-clock care for all the floofs and poofs to ensure they are loved and well taken care of. Strong Customer Service Skills. Outgoing Personality/Team Player. Able to Multi-Task. Excellent Communication Skills. Basic Computer Skills. Dependability/Reliability. Ability to handle/manage different sizes & breeds of dogs while they socialize with other dogs. Love for animals! Experience is not a requirement. Monitoring For Safety/Behavior - Cleaning up After Dogs & Play Areas (mopping, vacuuming, scrubbing, etc.) - Updating Clients About Their Pet(s) with Pictures, Report Cards, etc. - Feeding and administering generic medications - Play Time & Cuddles with the dog guests - Handling Phone Calls - Processing Transactions - Interacting with Client. Selling/Knowledge of Dog Related Products. We are looking for hands-on personalities with the ability to respond quickly and efficiently in a fast paced environment. Our Hotel offers multiple shifts throughout the early morning, day, evening, and overnight hours. There is ample opportunity for promotions and to move up within the company for those who work hard, show improvement and dedication to the job.

**<https://www.indeed.com/viewjob?jk=51e220bde51acca1>**

### DENTAL ASSISTANT

Torrance dental – Torrance. Full-time. \$14 - \$15/hr. Monday to Friday.

**<https://www.indeed.com/viewjob?jk=9c63c621fbabb3a>**

## MEDICAL OFFICE ASSISTANT

Kim Foot and Ankle Center - Long Beach. Reviewing and organizing patient medical charts. Using your friendliest phone voice to answer calls and take messages. Understanding and respecting patient privacy laws. Taking payments and applying them to patient accounts. Finding overdue accounts and sending out billing letters. Analyzing new claims for accuracy and sending them to insurance. Appeal denials from insurance to get us paid. Fix coding issues so claims are paid. Talking to patients to explain costs and why claims are denied. Taking the patient back to the exam room and verifying their medical history. If these sound like you, please apply! You can get along great with anybody. You're full of energy and people feel charged up just being around you. You appreciate other people's talents and love to work together to solve problems. You're famous for doing what you say you're going to do – no excuses! Your reputation for honesty and integrity is legendary. You don't know the meaning of "someone else's problem" or "that's not my job." You're always willing to jump in and help. You take pride and ownership in your work – whatever you do, you do it well. You are openly grateful to the people around you. You see yourself as an integral part of your team's success (because we will). You're always up for learning something new, and you master new skills quickly. You love to see other people happy and thriving, and you'll do whatever you can to help them get there. Medical Office experience is a plus but not required. We are seeking a dynamic individual to learn all aspects of our office. We will be happy to train the right person with a great attitude, a helpful heart, and a love of learning!

**<https://kimfootandanklecenter.applytojob.com/apply/a9bATetom2/Medical-Office-Assistant>**

## RECEPTIONIST ASSISTED LIVING

Palmcrest Grand Residence Assisted Living & Memory Care - Long Beach.  
palmcrestgrandretirement.com Full-time, Part-time. \$13.00 - \$13.50/hr. We are hiring for morning shifts as well as evening shifts we currently have a need for applicants that are available on weekends. Part-time or Full Time. We are looking for an energetic, compassionate person who is detail oriented and has strong communication skills for our Assisted Living Facility for the Elderly! Has an assertive phone presence. Can easily engage with and enjoys interacting with others. Is familiar with Long Beach and surrounding areas. Can make/return calls/emails and follow up on leads. Is able to visit surrounding communities / hospitals, etc. as needed. Is able to answer and direct incoming telephone calls. Is able to respond to residents and family requests. Politely and enthusiastically greet and direct visitors. Prepare daily and weekly operational reports as required by the business office. Maintain accurate census reports. Maintain confidentiality of information pertaining to residents and employees. Our address is 3503 Cedar Ave in Long Beach; we have easy access with close proximity to freeways and a few minutes' walk to the Metro Blue Line train at Wardlow Station. We are positioned at the end of a cul-de-sac off of Wardlow Rd between Pacific Pl (to the West) and Pacific Ave (to the East) with gated, private parking, and a short drive to local hospitals. How to apply:

**Submit an application and resume on this site. A facility application will need to be completed in person before the interview. Tell us what skills or traits you have that would make you a good fit for this position.**

**<https://www.indeed.com/viewjob?jk=b405b878ae33ef49>**