

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: October 20, 2017
TITLE: Medical Assistant
FTE: Part-Time Equivalent 40% Float / 16 hrs per week
SITE: Las Vegas Clinic
SUPERVISOR: Lynnsey Vigil, RN-Nurse Manager

RESPONSIBILITIES:

Learns medical terminology, the names of instruments, how to interact with patients and provides patient care and other related clinical, laboratory, technical and support to Physicians, Midlevel Practitioner, and Lead Nurse to provide direct patient care following El Centro Family Health Care Policy and Procedures. May be required to travel to perform work assignment at any ECFH Medical Clinic.

EDUCATION: High school diploma or GED

EXPERIENCE: None

Knowledge, Skills and Abilities (KSA's):

- 1) Travel may be required.
- 2) Ability to travel to work in any El Centro Clinic, as requested.
- 3) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 4) May be required to work a flex schedule to meet deadlines, and or attend Mandatory meeting/trainings.
- 5) Ability to maintain and perform basic skills required by Medical Assistants.
- 6) Ability to read and follow instructions.
- 7) Ability to perform tasks with a high degree of attention to detail and manual dexterity.
- 8) Ability to organize workflow and work space.
- 9) Ability to perform all duties and responsibilities with dignity, quality, and calmness.
- 10) Ability to maintain confidentiality in all patient contact, staff, and health care professionals.
- 11) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 12) Knowledge of general nursing procedures, protocols, and patient care.
- 13) Knowledge of computer and telephone skills and protocols.
- 14) Outpatient and primary medical knowledge regarding office operations and procedures.
- 15) Ability to exercise sound judgment.
- 16) Ability to exhibit behavior and actions which create a high level of patient/customer relations-reflecting respect for the patients/customer's rights, needs, and confidentiality.

Eligible for 401k benefit as outlined in ECFH Policies and Procedures.

Interested individuals must submit an updated employment application to Human Resources via e-mail to: hr@ecfh.org or mailed to PO Box 158 Espanola, NM 87532.

EOE/M/F/D/V/Drug-free Workplace

DEADLINE: Opened until filled