

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: December 07, 2017
TITLE: RN or LPN or Medical Assistant II
FTE: Full-Time Equivalent (Mon-Fri)
SITE: Embudo
SUPERVISOR: Chloe Abreu-RN, Nurse Manager

RESPONSIBILITIES:

The Registered Nurse assures successful delivery of quality patient care for patients of El Centro family Health within limitations and guidelines of the New Mexico State Nurse Practice Act.

The Licensed Practical Nurse provides skilled nursing services for patients of El Centro Family Health, within the limitations and guidelines of the New Mexico State Nurse Practice Act.

The Medical Assistant II 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. The Medical Assistant II will mentor the Basic Medical Assistant. May be required to travel to perform work assignments at any ECFH Medical Clinic.

EDUCATION: RN and LPN-Completion of an accredited course of study in registered nursing or licensed practical nursing. Medical Assistant II- High school diploma or GED.

LICENSURE: Current New Mexico RN and LPN Licensure. Medical Assistant II- None.

EXPERIENCE: RN and LPN- Minimum of one-year experience working health care field preferably in a clinical setting. Medical Assistant II- Minimum two (2) years of nurse aide experience. Experience may be substituted if Certified as Medical Assistant or Certified Nurse Aide.

CERTIFICATION: RN and LPN-Cardiopulmonary Resuscitation (CPR). Medical Assistant II- Certified Medical Assistant and current CPR certification or Certified Nurse Aide.

Knowledge, Skills and Abilities (KSA's):

- 1) Ability to perform duties and responsibilities with dignity, quality, confidentiality and calmness in all contacts with patients, staff and other health professionals.
- 2) Ability to recognize and differentiate emergent, urgent, and non-urgent signs and symptoms in patients both through physical assessment and telephone triage.
- 3) 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.
- 4) Ability to travel to work in any El Centro Clinic, as requested.
- 5) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 6) May be required to work a flex schedule to meet deadlines, and or attend Mandatory meeting/trainings.
- 7) Ability to apply leadership skills and techniques within a medical nursing setting.
- 8) Ability to read and follow instructions.
- 9) Ability to perform tasks with a high degree of attention to detail and manual dexterity.
- 10) Ability to exercise sound judgment.
- 11) Ability to maintain and perform basic skills required by Medical Assistants
- 12) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 13) Knowledge of general nursing procedures, protocols, and patient care.
- 14) Knowledge of computer and telephone skills and protocols.
- 15) Outpatient and primary medical knowledge regarding office operations and procedures.
- 16) Ability to organize workflow and work space.

Interested individuals must submit an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

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

DEADLINE: Opened until filled