

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: September 15, 2020
TITLE: Assistant Manager/Lead Registered Medical Assistant
FTE: Full Time Equivalent (M-F)
SITE: North Region

RESPONSIBILITIES:

Under the direction and supervision of the Regional Nurse Manager or Director of Nursing, the Assistant Manager/Lead Registered Medical Assistant assures and maintains the overall clinic operation in the successful delivery of quality patient care and functions as liaison between Regional Nurse Manager or Director of Nursing and Clinic Nursing Personnel. Is familiar with medical terminology, the names of instruments, how to interact with patient and provides patient care and other related clinical, laboratory, technical and support to Physicians, Midlevel Practitioners, and Licensed Nurses to provide direct patient care following El Centro Family Health (ECFH) Policies and Procedures. May be required to travel to perform work assignment at any ECFH Medical Clinic.

EDUCATION: High school diploma or GED

EXPERIENCE: Minimum of one-year experience working health care field preferable in a clinical setting.

CERTIFICATION: Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS).

COMPETENCY: Required at end of Introductory Period and annually thereafter.

PREFERRED REQUIREMENTS

EXPERIENCE: Minimum of one-year experience in supervisory role in a clinical or hospital setting.

CERTIFICATIONS: Medical Assistant Certification – (must be obtained within 15 months of hire).
a. If obtained through American Allied Health by productively working for El Centro Family Health for a year, then six months of service through El Centro Family Health is required after certification.
b. Failure to comply with this will result in the employee reimbursing El Centro Family Health for the American Allied Health registration fee.

Knowledge, Skills and Abilities (KSA's):

- 1) Ability to perform duties and responsibilities with dignity, quality and confidentiality in all contacts with patients, staff and other health professionals.
- 2) Travel may be required.
- 3) Ability to travel to work in any El Centro Clinics, as requested.
- 4) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 5) May be required to work a flex schedule to meet deadlines, and or attend Mandatory meeting/trainings.
- 6) Ability to apply leadership skills and techniques within a medical nursing setting.
- 7) Ability to read and follow instructions.
- 8) Ability to perform tasks with a high degree of attention to detail and manual dexterity.
- 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 maintain and perform basic skills required by a Lead Medical Assistant as listed below, but not limited to:
 - a. Electrocardiogram
 - b. Ear Lavage
 - c. Diabetic Level 1 Foot Exams
 - d. Hearing Screening
 - e. Assist in procedures (sterile and clean)
 - f. Vital Signs
 - g. Therapeutic Phlebotomy
 - h. Vaccine Administration (Intramuscular and Subcutaneous)

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 Generalist.

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

DEADLINE: Until Filled.