

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: October 6, 2020
TITLE: Lab Assistant/Medical Assistant
FTE: Full-Time Equivalent
SITE: Taos Clinic

RESPONSIBILITIES:

Under the supervision of the Nurse Manager/or Nurse Director the Laboratory Assistant/Medical Assistant is responsible for assisting the ECFH clinical team by preparing and processing laboratory specimens, maintaining records relative to laboratory testing, and providing support in the diagnosis of illness, learning medical terminology, the names of instruments, how to interact with patients and provides patient care and other related clinical, technical and support to Physicians, Midlevel Practitioner, and Lead Nurse 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 equivalent.

EXPERIENCE: Minimum of one (1) year experience as a laboratory technician.

CERTIFICATION: CPR required.

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

Knowledge, Skills and Abilities:

- 1) Laboratory analysis and medical quality assurance.
- 2) Ability to perform duties and responsibilities with dignity, calmness.
- 3) Ability to maintain confidentiality in all patient contacts, staff, and health care professionals.
- 4) Ability to explain procedures and processes, both orally and in written form.
- 5) Ability to Communication must be correct, clear, and understandable.
- 6) Knowledge of general laboratory procedures and protocol.
- 7) Travel may be required; ability to travel to work in any El Centro Clinic, as requested.
- 8) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 9) May be required to work a flex schedule to meet deadlines, and or attend Mandatory meeting/trainings.
- 10) Ability to maintain and perform basic skills required by Medical Assistants.
- 11) Ability to read and follow instructions.
- 12) Ability to perform tasks with a high degree of attention to detail and manual dexterity.
- 13) Ability to organize workflow and work space.
- 14) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 15) Knowledge of general nursing procedures, protocols, and patient care.
- 16) Knowledge of computer and telephone skills and protocols.
- 17) Outpatient and primary medical knowledge regarding office operations and procedures.
- 18) Ability to exercise sound judgment.
- 19) 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.

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: Open until filled.