

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: June 4, 2019
TITLE: Medical Assistant
FTE: PRN (as needed)
SITE: Taos

RESPONSIBILITIES:

Learns medical terminology, the names of instruments, how to interact with patients and provides patient care and other related clinical, laboratory, and technical support to Physicians, Midlevel Practitioners, and Lead Nurses 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

PREFERRED:

Bi-lingual (English/Spanish) read and write.

Certifications:

Cardiopulmonary Resuscitation (CPR) - (must be obtained within 3 months of hire).
Medical Assistant Certification – (must be obtained within 18 months of hire).

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.

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 Assistant.

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

DEADLINE: Open until filled