



Exciting opportunity to join a fast-paced medical team within a growing federally qualified community health center. **HealthFirst Family Care Center, Inc. "The Heart of Our Community"** provides comprehensive services including adult/pediatric medical care, health education, health assessment and screenings, gynecology, cardiology, behavioral health, substance use treatment, and adult/pediatric dental care. We are currently seeking a motivated, **full-time (40 -hour per week) Medical Assistant** that enjoys working with culturally diverse children and families in providing comprehensive patient care.

Medical Assistant Summary:

Under the general direction of the Medical Assistant Supervisor and Clinical Director, the Medical Assistant will perform a wide variety of patient care activities including: Patient assessment, treatment, and general care for the patients' visit. Direct patient care responsibilities include: vital signs processing; assist primary care provider in all aspects of patient care including examinations, and procedures; vaccinations; informs provider of any abnormal findings while processing the patient; prescription refills; ensuring labs, test results and hospital records are accessible to the provider; ensure patient encounter and procedures performed are documented accurately in the EMR, routine office duties; any other duties and responsibilities within the scope of a MA.

Required Qualifications:

1. Minimum of 1-year experience working as a Certified Medical Assistant, or a minimum of 3 years' experience working as a Medical Assistant without the certification.
2. High School Diploma or equivalent.
3. Must submit a CORI release form and demonstrate proof of being free from disqualifying information.
4. Maintain current certification in CPR at the healthcare provider level of the American Heart Association. **Required.**
5. Demonstrated ability to perform vital signs including: blood pressures, temperatures, pulse, weight and height measurements and BMI. **Required.**
6. Experience processing various tests such as urine, H&H, HGG, strep test cultures and vision tests. **Required.**
7. Experience triaging patient phone calls; recording clear accurate messages with pertinent information regarding prescriptions, pharmacy, contact information and ability to facilitate faxing prescription to pharmacy; returning patient calls for follow up. **Required.**
8. Strong computer skills. Experience with Electronic Medical Records (EMR) preferred.
9. Excellent verbal and written communication and organizational skills.
10. Bilingual skills preferred.

Competencies:

1. High level of customer service and a positive approach to work with patients. Projects positive attitude about the department and the health center, and offers services to ensure positive experience.
2. Ability to maintain an organized work area and work collaboratively as a member of a team.
3. Must possess excellent oral and written communication skills and time management skills to effectively communicate with patients.
4. Ability to handle confidential information in a professional manner.
5. Works well under pressure to manage stressful situations.



6. Uses sound judgment and confidence.
7. Ability to multi- task.
8. Detail-oriented and accurate.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Benefits include: **excellent compensation**, signing bonus, 3.2 weeks of paid time off, 3 personal days, and 12.5 paid holidays; reimbursable licensing fees and continuing education credits; employer contributed health, dental, vision, life insurance, long term disability and retirement contributions; voluntary flexible spending accounts and disability/critical illness coverage.

Learn more about us by checking out our [website](#) and [company video](#).

HealthFirst Family Care Center, Inc. is proud to be an Equal Opportunity Employer (EOE)

HealthFirst celebrates and supports diversity and varied perspectives. We strive to eliminate discrimination and to hire applicants of diverse backgrounds, cultures and thoughts. HealthFirst does not discriminate against any individual on the basis of race, color, national origin, religion, sex (including pregnancy/breastfeeding, transgender status, and sexual orientation), age, physical or mental disability, genetic information, or any other protected class.