

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: March 1, 2024
TITLE: Residency Registered Medical Assistant
FTE: Full Time Equivalent (M-F)
SITE: Rio Arriba Health Commons

RESPONSIBILITIES:

Under the direction and supervision of the Regional Nurse Manager, Residency Program Director or Director of Nursing, the Medical Assistant learns and becomes familiar with medical terminology, the names of instruments, how to interact with patients and provides patient care and other related clinical, laboratory, technical and continuity support to Resident Physicians and Attendings following El Centro Family Health Care Policy and Procedures. Will prepare patients for resident physician visits, assist with visits as needed. Interact with Residents and Attendings as part of the care team providing input to care plans when appropriate. Will provide continuity of care to Resident's patients by monitoring encounter, lab, and refill request queues, referral management, especially when the Residents are not in clinic. Assist with record obtainment and documentation regarding value-based care and UDS measures. May organize and participate in simulations at ECFH sites. May be required to travel to perform work assignments at any ECFH Medical Clinic.

EDUCATION: High school diploma or GED.

CERTIFICATIONS: Certified Medical Assistant
Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS)
(Obtained within 3 months of hire).

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

PREFERRED REQUIREMENTS

EXPERIENCE: Minimum one (1) years of Registered Medical Assistant experience in a Community primary care, hospital, or clinic setting.

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

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 a Registered 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)
 - i. Medication Administration (Oral, Nasal, Inhaled, Intradermal, Intramuscular, and Subcutaneous)
 - j. Allergy Injections (Subcutaneous)
 - k. Tuberculin Skin Testing Placement (Intradermal)
- 6) Ability to result Diagnostic Imaging as described in the Diagnostic Tracking and Resulting Instruction Sheet.
- 7) Ability to document UDS measures in the electronic medical record.
- 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 organize workflow and workspace.
- 11) Ability to perform all duties and responsibilities with dignity, quality, and calmness.
- 12) Ability to maintain confidentiality in all patient contact, staff, and health care professionals.
- 13) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 14) Knowledge of general nursing procedures, protocols, and patient care.
- 15) Knowledge of computer and telephone skills and protocols.
- 16) Outpatient and primary medical knowledge regarding office operations and procedures.

17) Ability to exercise sound judgment.

18) Ability to exhibit behavior and actions which create a high level of patient/customer relations-reflecting respect for the patient's/customer's rights, needs, and confidentiality.

Interested individuals must submit an updated employment application to Human Resources via e-mail at: hr@ecfh.org, ATTN: Samantha Carlson, HR Manager.

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