



RAVENSWOOD FAMILY HEALTH NETWORK JOB ANNOUNCEMENT

POSITION TITLE: Medical Assistant
FLSA Status: Non-Exempt
REPORTS TO: Department Manager (Ravenswood) or Clinic Site Manager (MayView)

ORGANIZATION

Ravenswood Family Health Center's mission is to improve the health of the community by providing culturally sensitive, integrated primary and preventative health care to all, regardless of ability to pay or immigration status, and collaborating with community partners to address the social determinants of health.

POSITION SUMMARY

Under direct supervision, the Medical Assistant provides clinical support to the medical providers by rooming patients, verifying medical history, and other tasks related to the care and treatment of patients in the clinic.

DUTIES AND RESPONSIBILITIES

To be performed in accordance with RFHN Policies and Procedures

1. Cleans and sets up rooms in preparation for exams.
2. Prepares charts for patient visits.
3. Collects vital signs (temperature, BP, weight, pulse, etc.) per protocols.
4. Collects and documents chief complaint, screening, health history, medication, and other appropriate information.
5. Assists providers during exams and/or medical procedures.
6. Follows through on provider's instructions; ensures that all of the patient's needs have been met.
7. Uses Standard Precautions in all appropriate situations.
8. Performs routine injections.
9. Handles laboratory specimens according to standard procedures.
10. Follows personal safety precautions at all times.
11. Completes lab requisitions, lab or vaccine logs, referrals, and other paperwork accurately.
12. Maintains patient confidentiality at all times.
13. Provides excellent customer service in a sensitive and non-judgmental manner.
14. Keeps pace with provider flow and is attuned to efficiency in patient cycle times.
15. Assists peers and others on the care team to ensure timely, optimum patient care.
16. Projects a professional image at all times, including adherence to dress code and standards of communication.
17. Other duties as assigned and requested.

QUALIFICATIONS

- High School diploma or GED required.
- Graduate from a Medical Assisting program required.
- Bilingual/biliterate Spanish/English or Tongan/English (for Ravenswood site) required.
- Basic Life Support certification required.
- Minimum one year of experience working in primary care or community clinic in addition to internship/externship strongly preferred.
- Experience in Women's Health or Pediatrics preferred.
- Knowledge and experience working with electronic charting and scheduling systems.

- Computer literate in a Windows-based environment.
- Detail-oriented with a high degree of accuracy.
- Ability to work independently as well as in a team.
- Current California drivers' license and ability to travel between clinics (for MayView sites).

Qualified applicants, please submit resume to resumes@ravenswoodfhc.org.