



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 medical care, dental care, obstetrics, cardiology and gastroenterology services, health education, health assessment and screenings.

Medical Assistant Summary

We are currently seeking a motivated, full-time (40 hours per week) **Medical Assistant (MA)** that enjoys working with culturally diverse children and families in providing comprehensive patient care. Under the direction of the Medical Assistant Supervisor, the MA will be responsible for providing nursing services and support to our medical providers. The MA may have varying hours including nights and Saturdays.

Essential Job Functions

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 and Competencies

- High School diploma/equivalent and a certification from an accredited Medical Assistant Program required
- Medical Assisting 3 years experience required
- Current certification in BLS/CPR
- Bi-lingual/tri-lingual skills preferred (English, Spanish, and/or Portuguese)
- Experience with an Electronic Medical Record (EMR) required
- Strong computer skills
- Excellent oral and written communication skills

Competitive wages. Benefits include: Employer contributed health, dental, vision, life insurance, long term disability and retirement contributions. Three weeks and 1 day (3.2) of earned paid time off, three (3) personal days and twelve and a half (12.5) paid holidays. Voluntary flexible spending accounts and disability/critical illness coverage.



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.

HealthFirst Family Care Center, Inc.'s Mission Statement: Is to foster, through both direct services and collaboration, high quality, comprehensive primary health care which meets the needs of a diverse community regardless of race, color, national origin, religion, sexual orientation, gender identity, disability, age, or income and to provide access to health care to those who would not otherwise seek it.

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