

JOB VACANCY ANNOUNCEMENT

Fresno American Indian Health Project is seeking a qualified and committed team member for the following position:

CARE COORDINATOR **MEDICAL ASSISTANT**

Title: Care Coordinator – Medical Assistant
Supervised by: Director of Health Services
Supervises: No
Travel Required: Yes
Starting Pay Rate: \$17.30 per hour
Type: Full-time; 40 Hours per week; Non-Exempt

The Care Coordinator is responsible for performing a wide variety of duties and responsibilities in a manner that places emphasis on quality of care and customer service for American Indian individuals at FAIHP. Care Coordinator services may take place at the Health Project location, or outreach sites including client's homes. The Care Coordinator is responsible for supporting the Public Health Nurse in providing case management services to the Perinatal population and their infants up to one year of age per the Perinatal Grant Scope of Work. The goal of the Care Coordinator is to establish services that enhance the health and well-being of American Indian and Alaskan Native Women and children.

MANDATORY MINIMUM REQUIREMENTS

- Current, valid California Certification of Medical Assistant
- High School Graduate (or GED) required.
- Current, valid CPR and BLS for Healthcare certification
- Current CA Driver's License in good standing
- Knowledgeable of and maintains HIPPA standards of privacy and confidentiality
- Demonstrated ability or willingness to work with culturally diverse populations, youth, and professionals.
- Demonstrated ability to communicate effectively and professionally both verbally and in writing.
- Excellent customer service skills.
- Knowledge of and/or sensitivity to the needs of the American Indian community and culture.
- Availability to work evening and weekend hours as required.
- Ability to travel for training and professional development including overnight travel.

Closing Date: Open Until Filled

To Apply please email resume to jobs@faihp.org