



JOB OPPORTUNITY

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

Medical Assistant

Title: Medical Assistant
Salary Range: \$18.50 (D.O.E.)
Type: Full-time, Non-exempt
Travel Required: Occasionally

Our Medical Assistants show genuine warmth to patients and are committed to providing quality care. Our Medical Assistants create a positive environment for our patients ensuring a feeling of comfort while providing effective and technically competent nursing assistance to both patients and FAIHP clinical providers. As part of the team, this position works with the clinical team to ensure the smooth flow of patients when at the clinic along with providing an exceptional patient experience. This position will also support the team by providing backup to the Front Office as needed.

MINIMUM REQUIREMENTS

Education: High School Diploma or GED

Experience: Previous experience in a health care setting as a Medical Assistant, or Health Care Aid preferred.

License/Cert: Certification as Medical Assistant

- BLS for Healthcare providers
- CCMA Certification or equivalent (***Has to be obtained within 6 months of your date of hire***)

Skills:

- Quickly build and maintain rapport with patients, providers, and staff of differing backgrounds; team player
- Knowledge of and/or sensitivity to the needs of the American Indian community/culture.
- Must demonstrate initiative and good judgment
- Demonstrated ability to communicate effectively and professionally both verbally and in writing.
- Attention to detail and excellent follow-through on work tasks
- Ability to work a flexible schedule
- Able to handle multiple tasks with perseverance and patience

A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

FAIHP offers a robust benefits package that includes:

- Health Insurance
- Dental Insurance
- Vision
- Life Insurance
- 403(b) retirement
- Vacation
- Sick
- 16 paid holidays per year

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

Posting Date: 01/17/2023

Closing Date- Open until filled