



## JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

### **MEDICAL ASSISTANT**

Department: Operations  
Supervises: No  
Travel Required: Occasional  
Starting Salary: \$18.50- \$24.00  
Type: Full-time, Non-Exempt

#### **Position Summary:**

The Medical Assistant shows genuine warmth with patients and has the ability to make them feel comfortable in the center while providing effective and technically competent nursing assistance to both patients and FAIHP clinical providers. The Medical Assistant provides and facilitates the provision of information needed by both patients and clinicians. Furthermore, s/he insures a smooth and well-connected patient flow

#### **MINIMUM REQUIREMENTS**

##### **EDUCATION:**

- High School Diploma or GED
- Required Certification as Medical Assistant
- BLS for Healthcare providers

##### **EXPERIENCE:**

- Minimum 2 years of working as a Medical Assistant, or Health Care Aid.

##### **LICENSE/CERTIFICATIONS:**

- Required Active CA driver's license
- Required Certification as Medical Assistant

##### **SKILLS:**

- Proficient in MS Office (Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive).
- Utilize electronic health record (EHR) systems to update patient information accurately.
- Proficiency in clinical skills, including taking vital signs, administering injections, and assisting with minor procedures.
- Quickly builds and maintains 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
- Maintain patient confidentiality and adhere to medical ethics and standards.

***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](mailto:jobs@faihp.org) or complete a FAIHP Employment Application by visiting our website at [www.faihp.org](http://www.faihp.org)

**Posting Date: 07/26/2024**

**Closing Date: Until Filled**