



## Bilingual Medical Assistant (Full-time)

The Santa Cruz Community Health Centers is a Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. It operates two sites: a Women's Health Center in downtown Santa Cruz and a new family Health Center in Live Oak that opened on May 1, 2014. Across two clinics, we will serve some 10,000 patients in year one with opportunities for significant growth thereafter. Additional programs and community collaborations under development enable the clinic to address the complex needs of patients in new ways in order to improve the health of our patients.

We are seeking a smart, energetic and experienced Medical Assistant to join our team. This position works closely with Physicians, Physician Assistants, Nurse Practitioners and Nurses, thus providing opportunities to expand your knowledge and experience in preventive health, chronic and pediatric care, reproductive health and urgent care services.

SCWHC Medical Assistants are expected to demonstrate exceptional critical thinking, customer service, organizational, and time management skills. Duties include, but are not limited to, preparing charts for patient visits, rooming patients, taking and recording vital signs, giving immunizations, assisting providers with exams and working as a strong and flexible care team member.

### COMPETENCIES (Excerpt)

- **Job Expertise** - Demonstrates ability to learn medical assisting principles and practices, clinic policies and procedures, applicable federal and state rules and regulations
- **Customer Service** - Provides patient-centered customer service and demonstrates ownership, initiative, attention to detail, and follow-through
- **Communication Skills** - Demonstrates excellent oral and written communication skills
- **Teamwork & Interpersonal Skills** - Demonstrates a positive attitude, flexibility and ability to develop effective relationships by helping others accomplish tasks, using collaboration and conflict resolution skills
- **Judgment and Problem Solving** - Uses critical thinking and common sense to analyze situations, make timely and valid decisions, and take appropriate actions
- **Reliability** - Completes assigned responsibilities in an accurate, timely and efficient manner

### MINIMUM QUALIFICATIONS

- At least one full year of experience working as a Medical Assistant
- Desire to serve the community clinic population with excellent health care
- Fluent bilingual in Spanish/English
- High School Diploma or GED
- Current CPR certification
- Ability to work at least 2 evenings per week and some Saturdays

**DESIRABLE QUALIFICATIONS**

- BA or college coursework related to health care
- Pediatric experience
- Local candidates preferred

**SALARY & BENEFITS**

Competitive salary and benefits package. Paid time off accrual and paid holidays from date of hire. Employer subsidized health, dental and life insurance, voluntary vision and tax-deferred annuity plan after 90 days of employment with a satisfactory review.

**APPLICATION PROCESS**

Please submit a current resume with letter of interest to Bianca McCauley, Human Resources Director, at [Bianca@scwomenshealth.org](mailto:Bianca@scwomenshealth.org). Please note: resumes without a cover letter will not be considered. Electronic applications must be in MS Word format. No phone inquiries please.

THE SANTA CRUZ COMMUNITY HEALTH CENTERS IS AN EQUAL OPPORTUNITY EMPLOYER