

Medical Assistant I

Desert Senita Community Health Center is seeking a Medical Assistant I to join our team in Ajo. Desert Senita Community Health Center is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

Individuals must possess the knowledge, skills and abilities listed or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

The ideal candidate will also possess the following knowledge, skills, and abilities:

Under the direct supervision of the Medical Support Staff Supervisor, and Chief Medical Officer (CMO) within established policies and procedures, the incumbent performs the following functions:

- Reviews EMR prior to patients' scheduled appointment to assure that all requested lab work, outside records, and diagnostic procedures have been completed and that reports have been returned and are accessible to the provider.
- Prints daily huddle report for each provider.
- Completes a thorough intake in EMR.
- Performs daily controls; equipment checks.
- Greets patients; Directs patients to examination rooms; assists in preparing patients for examination; assists patients in undressing, dressing and getting on and off of the examination table. Notifies provider of patient's arrival, chief complaint, and readiness for their examination.
- Assists providers with patient examinations and procedures, including (but not limited to) surgical procedures, GYN exams, diagnostic studies, and treatments.
- Operates and monitors functioning of equipment; hands instruments to the provider; holds patients; comforts patients.
- Recognizes emergency situations, seeks assistance and intervenes appropriately. Monitor patient during and following procedures; looks for reactions and other visible complications; reacts to emergency situations; notifies the appropriate person in the event of a medical emergency.
- Applies and removes dressings/splints/braces under the direction of the provider.
- Conducts hearing, vision, spirometry, and EKG testing.
- Obtains accurate patient vital signs-BP, RR, Temp, Pulse, O2 saturation, height and weight. Reports out of range results to Nurse or Physician.
- Performs rapid strep testing, UA dipstick, pregnancy testing and glucose finger sticks Documents results in appropriate logs and EMR. Handles all specimens using Universal Precautions.
- Completes appropriate laboratory forms.
- Interacts with patients regarding clinical complaints for effective and immediate response and resolution.
- Participates in quality assurance activities and all training seminars (OSHA and others).
- Interacts and communicates professionally with co-workers.
- Takes message, generates tasks, and assist providers with return phone calls to patients.
- Schedules appointments for patients.

- Secure patient signatures on consent forms for invasive procedures.
- Identifies patient and family needs and communicates with providers.
- Maintains patient confidentiality at all times.
- Sets-up instrument trays for procedures, including sterile procedures.
- Cleans, wraps, and sterilizes instruments after procedures. Documents in appropriate log.
- Assists with transfers of patients to the Emergency Room/hospital, as needed.
- Keeps nursing area and exam rooms stocked, clean and orderly.
- Is familiar with all Departments and services provided at Desert Senita Community Health Center.
- Participates in appropriate role in disasters, fire drills, fires and other emergency situations.
- Exercises care in the operation and use of equipment and reference materials.
- Performs routine cleaning and preventative maintenance to ensure continued functioning of equipment. Maintains work areas in a clean, safe and organized manner.
- Performs similar or related duties as requested or directed.
- Other duties as assigned

For questions, please contact Human Resources at HR@desertsenita.org.

To apply, complete and submit our online application and upload your cover letter and resume at www.desertsenita.org.

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.