

Medical Assistant I

Desert Senita Community Health Center is seeking a Medical Assistant I to join our team in Arizona City. 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:

- 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.

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

To apply, complete and submit our online application and upload your cover letter and resume, 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.