



## **Medical Assistant - Full-time (30+ hrs/week), Part-time (< 30 hrs/week)**

Are you an organized people-person able to handle multi-tasking in a busy environment? If you are looking for fulfilling work and professional satisfaction then consider working for Redwood Coast Medical Services, Inc. (RCMS). We are a community based, non-profit, FQHC, providing health services to a vibrant and diverse community with clinics in Gualala and Point Arena, CA. Here you will be working in a supportive environment, with flexible work hours, an excellent benefits package, continuing education assistance, gym membership and more! RCMS values employees and gives them a voice. On-the-job training is available for the right candidate.

If you want to feel like part of a team and that *you* make a difference, fill out an application today!

**Position Type:** Full-time (30+ hours per week), Part-time (less than 30 hours per week)

**Location:** Gualala & Point Arena Medical Clinics

**Salary Range:** \$20-30/hr (experience and education dependent)

**Summary:** Medical Assistant – The key function of the Medical Assistant is to participate as a Patient Care Team Member. The Patient Care Team performs all duties related to the treatment of the patient including, but not limited to, initial patient assessment, vital signs, medical records, prescriptions, assistance with procedures, making follow-up appointments, collecting co-pays and making referral appointments.

### **JOB REQUIREMENTS:**

- Ability to work independently with strong sense of focus, task-oriented
- Ability to work with culturally-diverse families and communities with the ability to be culturally sensitive, appropriate and non-judgmental
- Work well under pressure and maintain a consistently pleasant and professional demeanor when communicating with the public and staff
- Must have strong interpersonal communication and written skills
- Be able to adhere to RCMS policy, procedures and the professional code of ethics in all situations
- Current CPR certification
- Immunizations and vaccinations, including COVID plus mandatory booster for HCP required, TB self-attestation every two years required for all staff
- Must have a valid in-state driver's license, and a clean driving record
- Prolonged periods standing, sitting, walking, and working on a computer
- Must be able to lift up to 30 pounds

RCMS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Fill out an application and send it along with your resume today!*

[HR@rcms-healthcare.org](mailto:HR@rcms-healthcare.org)