



Medical Assistant – Primary Care

Full-time (40 hours)

Are you an organized people-person able to handle multi-tasking in a fast-paced 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. 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. 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 (40 hours per week)

Location: Gualala & Point Arena Medical Clinics

Summary: Medical Assistant – The key function of the Primary Care 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 required. TB testing every two years.
- Full-time availability, including some weekends.
- Must have a valid in-state driver's license, and a clean driving record.
- Prolonged periods standing and sitting, working on a computer.
- Must be able to lift up to 20 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