



JOB OPPORTUNITY AT CLINICA CAMPEESINA

Medical Assistant

Overall Responsibilities include -

To uphold Clinica Campesina's mission to serve the medically underserved by providing the highest level of continuously improving quality medical care, health education and preventive services possible, embracing the values of:

- Service to Others
- Creativity
- Diversity
- Excellent Teamwork
- Do the Right Thing
- Make Clinica a Great Place to Work

Duties:

- Assists providers with patient care in a professional manner.
- Provides patient services not requiring the need of a provider, according to established protocols.
- Assists providers with patient follow-up system.
- Schedules patient appointments.
- Serves as back up for the medical scheduler when necessary.
- Assists with orientation of new medical back up.
- Demonstrates knowledge of the principles of growth and development over the life span.
- Completes and passes an annual competency assessment including age-specific criteria.
- Assists other teams when needed.
- Performs administrative duties as delegated.
- Reports to work on time and on a regular basis

Qualifications:

Graduate from medical assistant school or certification preferred. One year experience in a medical facility preferred. Ability to work in a team management system. Bilingual in Spanish preferred. Sensitivity to low income, ethnic minority community a must.

Fun, progressive, work environment. Competitive pay and great benefits. Send resume to Clinica Campesina, ATTN: HR, 1345 Plaza Court N., Lafayette, CO 80026, fax 303-604-6243, or apply at <https://home.eease.com/recruit/?id=30995>