



## MEDICAL ASSISTANT – FULL TIME

**Organization:** Shingletown Medical Center

**Title:** Medical Assistant/Full-time

**Education and Experience Requirements:**

**Required** - Completion of an accredited medical assisting program with both clinical and administrative components. Current CPR certification.

**Preferred** – Current certification as a Medical Assistant (required within 6 months of employment). Minimum one year experience as a Medical Assistant. Experience in a community or rural health center.

**Salary:** \$14.50 per hour non-exempt (or commensurate with experience)

**Tenure/Benefits:** Permanent/Full-Time

Shingletown Medical Center provides medical, dental and vision care insurance for all full-time employees plus paid holidays, paid sick and vacation time, paid bereavement and jury duty leave.

**Duties:**

Provides support services to the providers in order to facilitate patient diagnosis, care, management and treatment.

Assures privacy and confidentiality for each patient, as required under HIPAA.

Facilitates patient movement, keeping provider on schedule.

Good communication skills are required to communicate effectively with a range of internal and external personnel in accomplishing daily duties.

Provides quality care and treats patients and others with respect, courtesy and compassion.

For additional information please contact Denise Highfill HR/Compliance Officer at Shingletown Medical Center 530.474.3390. If you are a qualified applicant and are interested in this fast paced position please submit your resume to [dhighfill@shingletownmedcenter.org](mailto:dhighfill@shingletownmedcenter.org)