



## Administrative Services Assistant – FULL TIME

**Organization:** Shingletown Medical Center

**Title:** Administrative Services Assistant

**Education and Experience Requirements:**

**Required:** High School Graduate. Current CPR certification.

**Preferred:** One year experience working in a community-based setting and familiarity with Community Health Centers.

**Salary and hours:** \$16.00 per hour non-exempt Tuesday, Wednesday, Thursday, Friday and Saturday (5 hours).

**Tenure/Benefits:** Permanent/Full-Time (37 hours)

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:**

Facilitates patient access to healthcare services by identifying cultural barriers to care and promoting understanding between the patient and provider(s) staff. Ensures patient registration and orientation to the medical center is complete and the patient is comfortable with their health care setting.

Back-up for all Telemedicine services including video visit and electronic check-in training.

Provides reception support for the Saturday clinic. 8:30am – 1:30pm.

Assists with medical records releases and clinical clerical duties such as shredding, scanning, faxing and ordering.

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

Develops effective patient relationships with the “3 C’s”: Caring, Communication and Competence.

This is a new position. The applicant chosen for the position must have the flexibility to grow with the evolving duties of the position.

For additional information please contact Denise Highfill Chief Operations Officer at



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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)