

## Job Announcement

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.

Required - Current certification as a Medical Assistant.  
Current CPR certification.

Preferred – Minimum one year experience as a Medical Assistant.  
Experience in a community 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.

Paid holidays

Paid sick and vacation time

Paid bereavement and jury duty leave.

Summary: Are you interested in providing patient care in a rural health setting? Shingletown Medical Center is a Federally Qualified Health Center located in beautiful Shingletown, CA. Shingletown is located in the Sierras a short drive from Lassen Volcanic Park.

## 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.

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

## Physical Demands

- Standing/Walking: Up to 75% of the workday is spent standing/walking throughout area on tile floors.
- Sitting: 20% of the workday may be spent sitting at the desk or workstation.
- Lifting: Up to 25% of the workday might be spent lifting up to 35lb.
- Carrying: Up to 25% of the workday might be spent carrying supplies necessary to perform job.
- Stretching/Reaching: Up to 10% of the workday may be spent reaching or stretching.
- Twisting: Up to 5% of the workday may be spent at the waist to retrieve general office supplies and answer telephones.
- Hearing: Average ability is required to answer the telephone, respond to questions and provide information.
- Seeing: Average ability is required to read and follow instructions, to operate office machines. All staff that perform lab tests requiring color discernment are required to pass a color blindness test.
- Talking: Good communication skills are required to communicate effectively with a range of internal and external personnel in accomplishing daily duties.

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)