



Reputable Community Healthcare Clinic seeks Lead MA-Super User

Join an organization which is respected and well loved by the Community we serve!

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 16!

Are you an organized multi-tasker with great customer service skills and bilingual in Spanish? If yes, we'd like to meet you!

What you will do at AMC:

Under the management of the MA Supervisor with direction of the Site Manager, The MA Lead - Super User supports AMC's clinical teams with on-site training/support of the electronic health record system (EMR), assists with orientation and verification of competencies of MA's and clinical support staff on clinical and operational workflows, serves as the trainer and lead in the implementation of new workflows, and other clinical operational programs as assigned. The MA Lead-Super User serves as the primary point person along with the MA Supervisor or designee, responsible for supporting projects/programs such as but not limited to, implementation of new or upgrades of EMR module(s)/workflows, Vaccine for Children's (VFC) program, 317- funded Vaccines for Adult Program. The MA Lead-Super User provides ongoing training and support for all existing and new clinical support staff and assists users in applying workflows at the practice level.

The Lead MA Super User at Alliance Medical Center must have the following qualifications and skills:

- Bilingual Spanish (written, verbal) required
- California MA certification required
- Minimum two years experience as a Medical Assistant required
- Associate's degree (A. A.) or equivalent from two-year college or technical school preferred

- Proficient in EPIC (EMR) system with ability to competently train other MAs, preferred
- Experience in implementing workflows and other clinical operations preferred

Why AMC?

Great pay and benefits package including vacation and 403(b) plan with generous Employer match, positive work environment with unique opportunity to make a difference!

How to apply:

Please email your resume to hr@alliancemed.org or fax resume to (707) 385-2148

Alliance Medical Center is an Equal Opportunity Employer. No third party recruiters please. Please no phone call inquiries.