



***Reputable Community Healthcare Clinic seeks Full Time Bilingual Certified Medical Assistant (CMA/MA)***

***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 18!

**Alliance Medical Center is currently seeking a Bilingual Full Time Certified Medical Assistant (CMA/MA)**

**What you will do at AMC:**

The CMA/MA provides direct and indirect support to AMC Provider in the delivery of patient care. Prepares exam rooms and Patient to be seen by the AMC Provider and performs/implements orders for diagnostic tests. Completes documentation and enters/associates orders into the electronic health record according to protocols and as instructed by the supervising Provider/RN. Administers medications and immunizations (with the exception of anesthetic agents and any medication via the IV route). Arranges outside referral appointments and provides patient education. Consults frequently with the supervising Provider/RN. May provide support as AMC's CPSP Coordinator.

**The CMA/MA at Alliance Medical Center must have the following qualifications and skills:**

- H.S. diploma and active Medical Assistant Certification
- 1 Year Medical Assistance experience in a healthcare facility preferred
- Bilingual in Spanish / English Required
- Ability to write routine reports and correspondence using electronic health record, working knowledge in EHR/EPIC a plus

## **Why AMC?**

Great hourly pay with compensation increase at 2-year anniversary and benefits package including vacation and 403(b) plan with generous Employer match, positive work environment with unique opportunity to make a difference!

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

Job Type: Full-time

Pay: \$19.10 - \$21.10 per hour

COVID-19 considerations:

**\*\*We require all employees to be vaccinated or have a valid medical or religious exemption from receiving a COVID-19 vaccine. If hired, you will be required to prove that you have received the COVID- 19 vaccine or have a valid religious or medical reason.**

