



Job Announcement Medical Assistant

Ravenswood Family Health Center (RFHC) is a federally funded non-profit primary care health center providing 30,000 medical visits/year. Located in East Palo Alto and East Menlo Park, RFHC offers care to people of all ages living in South San Mateo County, regardless of ability to pay. As a multi-cultural community health center, its goal is to provide excellent health services and to eliminate cultural and language barriers to health by providing bilingual medical staff and health education services.

Summary:

Ravenswood Family Health Center seeks experienced Medical Assistants to assist physicians, mid-level providers and other care team members in the delivery of efficient and high quality healthcare. At Ravenswood the Medical Assistant is a very important member of the patient care team.

Responsibilities include: Assisting providers with patient care & procedures, rooming patients, taking vitals, charting, injections, blood draws, referrals & orders, team work, monitoring patient flow, customer service, and some clerical or front office duties.

- **M.A. Certification with Strong back office skills** and a minimum of 1 year of experience in a busy clinic setting.
- **Ability to communicate** effectively with Providers, Patients and Team Members in person and on the phone.
- **Dependable** with good work ethic.
- **Team player**, quick learner, flexible with the ability to adjust pace to maintain efficient patient and clinic flow,
- **Experience** working effectively with multi-cultural and economically diverse patients and clinic staff.
- **Good Customer Service** skills and commitment to our clinic's mission.
- **Participates** in quality improvement programs and initiatives.
- **Computer literate** with strong reading and writing skills.
- **Spanish** and/or Tongan fluency highly desirable.

Salary: Commensurate with experience, plus benefits.

Information or resume: email: resumes@ravenswoodfhc.org, fax: 650-321-8576

<http://www.ravenswoodfhc.org/jobs.htm>