



Job Announcement Bilingual (Spanish) Medical Assistant

****TWO POSITIONS AVAILABLE--OB and Family Practice****

Ravenswood Family Health Center (RFHC) is a federally funded non-profit primary care health center located in East Palo Alto and East Menlo Park. RFHC offers services 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 an experienced bilingual Spanish/English Medical Assistant. This person would assist physicians, mid-level providers and other care team members in the delivery of efficient and high quality healthcare.

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.
- Bilingual Spanish/English required
- 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.
- Excellent Customer Service skills and commitment to our clinic's mission.
- Computer literate in a Windows based environment

Salary: Commensurate with experience, plus benefits.

Qualified Applicants submit resumes to: resumes@ravenswoodfhc.org,
Ravenswood Family Health Center
1798A Bay Road
East Palo Alto, CA 94303
Fax: 650-321-8576

Note: Only qualified applicants will be contacted. Please do NOT call HR and ask for the status of your resume as those calls will not be returned.