



Medical Assistant (El Cajon)

Job Description

At Family Health Centers of San Diego, we believe in career progression and offering new positions and opportunities to our already wonderful employees!

Thank you for taking the time to apply for your next opportunity! Please remember, FHCS D requires you must have been in your current position for at least 6 months and cannot be on any disciplinary action.

\*Also, please be aware that your new application will notify your current manager of your intent. Please be sure to discuss with him/her your intentions.

**General Job Description**

\*The Medical Assistant performs a wide variety of patient care activities and accommodative services for assigned clinic patients directed by the Clinic Director and/or Chief Nursing Officer in order to facilitate the delivery of prompt, quality care.

**Education/Certifications/Licenses/Registrations**

\*At least 1 year of experience in ambulatory care setting or similar setting is highly desirable.

\*Current American Heart Association healthcare provider CPR (BLS), or Advanced Cardiac Life Support, Advanced Trauma Life Support, or Advance Resuscitation Training required.

\*High School graduate or equivalent.

\*Medical Assistant diploma from an approved course.

**Experience/Specialized skills (including Language)**

\*Bilingual in English/ Spanish preferred.

**Physical Requirements/Working Environment**

Bending (neck): OCCASIONALLY (1 - 3 HRS)

Bending (waist): OCCASIONALLY (1 - 3 HRS)

Carrying 0 - 10 lbs: NEVER

Carrying 11 - 25 lbs: NEVER

Carrying 25 - 50 lbs: NEVER

Carrying 51 - 75 lbs: NEVER

Carrying 75 lbs: NEVER

Climbing (ladder): NEVER

Climbing (stairs): RARELY (0-1 HRS)

Driving: To drive from one clinic or another, or in the community: Never

Exposure to blood borne pathogens and biohazards: Yes

Exposure to dust, gas, fumes, or chemicals: Office Supplies and Medical Clinic chemicals.

Fine manipulation: OCCASIONALLY (1 - 3 HRS)

Kneeling: RARELY (0-1 HRS)

Lifting 0 - 10 lbs: NEVER

Lifting 11 - 25 lbs: NEVER

Lifting 25 - 50 lbs: NEVER

Lifting 51 - 75 lbs: NEVER

Lifting over 75 lbs: NEVER

Power Grasping: RARELY (0-1 HRS)

Pulling 0 - 10 lbs: RARELY (0-1 HRS)

Pulling 11 - 25 lbs: RARELY (0-1 HRS)

Pulling 25 - 50 lbs: RARELY (0-1 HRS)

Pulling 51 - 75 lbs: RARELY (0-1 HRS)

Pulling over 75 lbs: RARELY (0-1 HRS)

Pushing 0 - 10 lbs: RARELY (0-1 HRS)

Pushing 11 - 25 lb: RARELY (0-1 HRS)

Pushing 25 - 50 lbs: RARELY (0-1 HRS)

Pushing 51 - 75 lbs: RARELY (0-1 HRS)

Pushing over 75 lbs: RARELY (0-1 HRS)

Reaching (above shoulder level): OCCASIONALLY (1 - 3 HRS)

Reaching (below shoulder level): FREQUENTLY (3 - 6 HRS)

Repetitive use of hand: OCCASIONALLY (1 - 3 HRS)



Simple Grasping: CONSTANTLY (6+ HRS)  
Sitting: OCCASIONALLY (1 - 3 HRS)  
Standing: CONSTANTLY (6+ HRS)  
Twisting: RARELY (0-1 HRS)  
Use of Personal Protective Equipment: : Yes  
Walking: CONSTANTLY (6+ HRS)  
Working around equipment and machinery: Office Equipment and Medical Supplies  
Ages of Patients Served: All Ages

**Job Roles**

- \*Attends in-services or completes make-up assignments.
- \*Consistently follows Policies and Procedures to ensure positive patient outcomes.
- \*Handles laboratory specimens appropriately.
- \*Keeps sites in compliance with TJC, DHS, CHDP, and Medi-Cal Managed Care Requirements.
- \*Performs other duties as assigned.
- \*Performs Waive Testing and Phlebotomy.

Internal: Medical Assistant (El Cajon)

**Job Details**

<b>Job Requisition ID</b>	R0005140
<b>Location</b>	El Cajon FHC
<b>Posting Date</b>	03/03/2020 - 2 days ago
<b>Job Family</b>	Nursing Patient Services Staff
<b>Time Type</b>	Full time
<b>Job Type</b>	Regular
<b>Supervisory Organization</b>	Nursing: El Cajon FHC (Nadia Mohamed (10979))

**Recruiter**



Leslie Limcuando (10167)

**Hiring Manager**



Nadia Mohamed (10979)



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