

San Fernando Valley Health Center Group

VACANCY ANNOUNCEMENT

CERTIFIED MEDICAL ASSISTANT

Salary Range: \$3,249.56 - \$4,250.28 Monthly

POSITION INFORMATION: The San Fernando Valley Health Center Group is currently seeking a highly qualified individual to fill the position of Certified Medical Assistant. Certified Medical Assistant is primarily responsible for providing assistance to the licensed medical staff in the examination, treatment and care of patients in an outpatient clinic, under the supervision of a physician. The CMAs are important members of our multidisciplinary primary medical home teams. This position will report to a Supervising Staff Nurse and Nurse Manager.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Works directly with patients completing intake and discharge functions.
- Performs simple Point of Care Testing (POCT).
- Administers medications per provider's orders.
- Documents proficiently in the Electronic Medical Record (ORCHID – Power Chart).
- Coordinates and maintain inventory control for clinic supplies and materials to ensure efficient flow of clinic operations.
- Be an example of a patient care advocate and make every attempt to resolve patient complaints with the clinic.

DESIRABLE QUALIFICATIONS:

- Minimum one year experience working in a primary care type setting within the last year
- Ability to work well in a team base setting
- Effective interpersonal, organizational and customer service skills
- Basic knowledge of computer software

Candidates must currently hold a permanent County of Los Angeles payroll title of Certified Medical Assistant to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Adel Bogaryan, Nursing Secretary

E-Mail: abogaryan@dhs.lacounty.gov

Mid-Valley Comprehensive Center

7515 Van Nuys Blvd.

Van Nuys CA 91405

Phone: 818 627-3050

Fax: 818-627-3052

Resumes will be accepted until the needs of the department are met.

****This is not a civil service examination****

07/24/19