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Ritter Center Medical Assistant Position Announcement

Ritter Center is currently recruiting for a **Medical Assistant**. This is a **full-time, Non- Exempt** position reporting to the **Supervising NP. This role is based in San Rafael, CA at Ritter Center's Main Campus. Please find full job description below.**

Position Description:

The Medical Assistant will perform a wide range of duties in the medical operations of Ritter Center's Federally Qualified Health Center (FQHC). Tasks primarily (although not limited to) involve assisting in examination and treatment of patients under the direction of a Physician, and/or Family Nurse Practitioner. The Medical Assistant has direct contact with patients and works closely with the front office staff. The Medical Assistant reports to the Supervising NP and is also under the direction of the Clinic Manager.

Job Duties and Responsibilities:

- Escort patients to the exam room, interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight and height, and records information on patients' charts
- Prepare treatment rooms for examination of patients. Drape patients with covering and positions instruments and equipment
- Hand instruments and materials to practitioners as directed
- Maintain inventory and order medical supplies and materials
- Operate electrocardiograph (EKG), and other equipment to administer routine diagnostic test or calls medical facility or department to schedule patients for tests
- Give injections or treatments, and perform routine laboratory tests. Key data into computer to maintain office and patient records
- Clean, sterilize and disinfect medical equipment and instruments in accordance with clinical policies and OSHA guidelines
- Follow policy and procedures including universal precautions as defined by OSHA's guidelines on Bloodborne Pathogens and Hazardous Materials standards
- Practice good people skills to maintain good public relations with patients and with fellow co-workers
- Maintain patient confidentiality in accordance to Ritter's policy and HIPPA guidelines. Attend and participate in required meetings, training and educational programs
- Perform administrative responsibilities, including checking eligibility, verifying demographics, assisting patients with filling out necessary paperwork, and making up follow-up appointments
- Perform other related work as assigned

Qualifications:

- Must have a valid Medical Assistant certificate from an accredited Medical Assistant Educational program
- High School Diploma or GED completion required
- Must have current CPR certification
- Minimum of 6-12 months of work experience preferred but will consider new graduates from an accredited Medical Assistant program too
- Bilingual English/Spanish preferred
- Prior experience working in community health-care clinic environment a plus



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- Ability to follow instructions and meet deadlines
- Ability to work independently and as part of a team
- Must possess strong interpersonal skills
- Must have ability to multitask in fast paced health-care clinic environment
- Must be able to communicate effectively in English, verbally and written
- Must be able to work flexible hours as needed, evenings or weekends if necessary

Responsibilities of all Ritter Center Employees:

1. Demonstrates a clear understanding of the mission, purpose and philosophy of Ritter Center.
2. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind.
3. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
4. Takes initiative and responsibility for decisions as an individual. Communicates information effectively both verbally and in writing.
5. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

Physical Demands:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit for long periods of time, talk, hear, write, operate a keyboard, have the visual acuity to read small print and view a computer monitor, reach to the top of a five drawer filing cabinet and lift boxes of no more than 30 lbs. The employee is required to interact with clients, volunteers and visitors both indoors and outdoors.

Work Environment:

The work environment characteristics described here are representative of those of a social services agency. Ritter Center's facilities are smoke-free.

Employment Practices:

Ritter Center is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment, or participation in its programs and benefits on the basis of race, color, national origin, creed, ability to speak English, disability, sex, age or marital status.

ADDITIONAL BENEFITS:

The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, medical insurance with choice of plans, dental insurance, life insurance, disability benefits, flexible spending accounts, a 401K savings account, and an Employee Assistance Program. Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.



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TO APPLY:

Please email your current resume, as well as a cover letter detailing your interest in the position to Tess Barbach at tbarbach@rittercenter.org.

This posting can also be found on [Craigslist](#) and [Indeed](#).