



**Job Announcement: Bilingual Medical Assistant, Lombardi Site  
Monday-Thursday Split Shift 8am-12pm and 6:00pm-9:00pm & Saturdays  
Lead Hours are Evenings & Saturdays**

---

The Lead Medical Assistant works with the Supervisor of Medical Assistants and/or Clinic Nurse Manager on a daily basis making decisions regarding back office patient flow and medical provider needs. Some of the responsibilities of the lead medical assistant are:

**Specific Tasks/Duties:**

- Act as Lead for Medical Assistants. Review daily assignments.
- Replace or reassign staff for sick call/vacation.
- Keep/post advanced schedule in Outlook.
- Orient and train new staff and externs.
- Oversee daily task completion: sharps, ordering of supplies, autoclave.
- Check medicines for outdates. Check emergency drug box.
- Review lab slips for proper documentation.
- Work with phone staff and provider teams to work in patients.
- Review daily schedules for work flow and utilization opportunities.
- Assist with patient flow and rooming; take assignment if needed.
- Scheduling for sonograms, MRI's, and mammograms.
- Work with MA's and FC's to ensure that health education materials and forms are available to teams as needed.
- Assist teams in updating resource binders for each work station.
- Assist with implementation of upgraded systems, additional and revised policies and procedures.
- Assist providers for special procedures, including staple removal, suture removal, and EKG.
- Attention to safety issues, contributes to creating a safe work environment.
- Minor repair of equipment.
- Other duties as assigned.

**Qualifications:**

- Graduation from an accredited medical assisting program.
- One to three years prior medical assisting experience.
- Must be fluent in Spanish.
- Excellent performance of Medical Assistant II position.
- Excellent work attendance.
- Demonstrated ability to complete assignments.
- Thorough, detail oriented, careful and accurate.
- Demonstrated ability to identify opportunities to improve systems and work flow.
- History of taking initiative and willingness to accept additional assignments to assist in work flow or improve systems.
- Demonstrated leadership skills.
- Attends trainings and/or classes to improve knowledge and/or skills.

**To Apply:** Submit your resume to Casi Christiansen in Human Resources. Fax to 707-303-4833 or e-mail to [apply@swhealthcenter.org](mailto:apply@swhealthcenter.org) referencing MA/Lead MA in the subject line or fax cover sheet.

Southwest Community Health Center is an Equal Opportunity Employer.