



## Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

### Job Announcement

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|----------------------------------|---|
| <b>Position:</b>                 | <b>Medical Assistant</b>                          |
|                                  | Full-Time with Benefits                           |
| <b>Hours:</b>                    | Monday – Friday, 8:00 AM to 5:00 PM               |
| <b>Worksite:</b>                 | Santa Rosa  |
| <b>Department:</b>               | Medical   |
| <b>FLSA Status:</b>              | Non-Exempt  |
| <b>Reports to:</b>               | Nursing Manager                                   |
| <b>Salary Range:</b>             | \$20.15 to \$28.61 per hour                       |
| <b>Application Closing Date:</b> | <b>Monday, September 21<sup>st</sup> @ 5:00pm</b> |

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**Job Purpose:** The Medical Assistant serves as an essential member of the patient care team/pod in a challenging and stimulating primary care setting. The Medical Assistant provides support for medical providers and nurses by assisting with clinical and administrative tasks.

Typical duties include but are not limited to: taking vital signs; performing screenings and updating patient histories; room stocking and inventory, assist with plan for patient care, performing EKG's and point of care lab testing; administering injections and immunizations; assisting with medical procedures; performing outreach; assisting other medical assistants; and participating in team/pod, department, and company-wide meetings and trainings.

#### **Qualifications:**

- Must Possess a California Medical Assistant certification.
- Must Possess a current CPR certification
- High school graduate or equivalent (GED).
- At least one (1) year of on the job experience preferred
- Strong patient service and problem-solving skills.
- Ability to work both independently and within a team/pod environment required.
- Able to effectively communicate with people at all levels and from various backgrounds.
- Must pass a pre-employment drug screen, physical and background investigation.

**Special Qualifications:** Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background.

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**Apply to: Sonoma County Indian Health Project, Inc.**  
**Attn: Human Resources Manager**

**144 Stony Point Road, Room 2209, Santa Rosa, CA 95401**

**Fax (707) 526-1016 or Email Resume and SCIHP Application to: [employment@scihp.org](mailto:employment@scihp.org)**

**Employment Application available online at: [www.scihp.org/human-resources](http://www.scihp.org/human-resources)**

**When applying for Indian Preference, attach valid proof of eligibility**

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.

Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4641.