



Sonoma County Indian Health Project, Inc.

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

Temporary Job Announcement

Position:	Temporary Medical Assistant – COVID-19 Tester (2 positions available)
Hours:	Full-Time / Non-Benefited / 90 Working Days
Worksite:	Monday – Saturday, 9:00 AM to 5:30 PM
Department:	Santa Rosa
FLSA Status:	Medical
Reports to:	Non-Exempt
Salary Range:	Nursing Manager
Application Closing Date:	\$21.29 to \$30.24 per hour
	Open Until Filled

Job Purpose: The Temporary Medical Assistant – COVID-19 Tester serves as an essential member of our COVID-19 Front Line team. The Temporary Medical Assistant- COVID 19 Tester is primarily responsible for the administering of COVID-19 tests to SCIHP employees and patients. This person will ensure that physical distancing guidelines are met, greet patients and employees, complete the registration process and collect data from the patient/employee, verify all personal information collected is accurate, and administer the COVID-19 saliva tests with a positive, patient-centered attitude.

Qualifications:

- Must Possess a California Medical Assistant certification.
- Must Possess a current CPR certification
- High school graduate or equivalent (GED).
- No previous on the job experience required.
- Strong patient service and problem-solving skills.
- Ability to greet patients and employees warmly, kindly and efficiently.
- Ability to work both independently and within a team/pod environment required.
- Ability to set-up the work-site including tables, chairs, and supplies.
- 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.

***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
Employment Application available online at: 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.