



St. Croix Regional Family Health Center

MEDICAL ASSISTANT

Please send cover letter and resume to:

Executive Director, St. Croix Regional Family Health Center, 136 Mill Street, Princeton, ME 04668

Resumes may also be emailed as PDFs to claplant@scrfhc.org. Please put the position in the subject bar.

SUMMARY OF FUNCTIONS:

Responsible for helping nurse and other providers.

All potential new employees will undergo a background and Office of Inspector General exclusion report and periodically thereafter.

MAJOR DUTIES AND RESPONSIBILITIES:

- Reporting monthly State of Maine immunizations.
- Tracking pharmaceutical samples.
- Participates as an involved member in SCRFHC clinic team projects.
- Assist with QI activities.
- Attend required meetings.
- Self-direct, motivate and function successfully in a team environment.

PATIENT CENTERED MEDICAL HOME DUTIES:

- Practices team-based care
- Involved in huddles on daily basis per huddle procedure
- Attends required staff meetings
- Attends required training meetings
- Participates in clinic and team Quality Improvement processes
- Is invested in fostering patient self-management including involving the PCMH Care
- Attend monthly meetings at which clinics, PCMH, and best-practice procedures and business agenda are addressed
- Attend Performance Improvement Team and other QI committees as assigned ORGANIZATIONAL RELATIONSHIPS
- Reports directly to the nurse.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS:

An associate's degree from a recognized Medical Assistant program is required as is continuing education in the field. Good communication skills and the ability to work well with people are essential.

POST-EMPLOYMENT REQUIREMENTS:

- All new employees must complete communication training, health literacy and patient safety, within the first week of employment.
- All new employees must complete training in coordination of care for patients and maybe assigned to a care team to support patients and families in self-management, self-efficiency, and behavior change within the first two weeks of employment as administered by the practice manager.
- All new employees must complete training in population management within the first month of employment as administered by the office manager.
- All clinical employees must complete motivational interviewing training within 3 months of employment.

St. Croix Regional Family Health Center is an equal opportunity provider and employer.