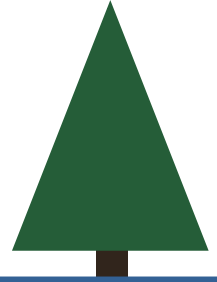




St. Croix Regional Family Health Center



MEDICAL ASSISTANT 40 hours week, hourly, non-exempt

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:

1. Reporting monthly State of Maine immunizations.
2. Tracking pharmaceutical samples.
3. Performing same duties as the Nurse under the Nurse's supervision.
4. Participates as an involved member in SCRFHC clinic team projects.
5. Assist with QI activities.
6. Attend required meetings.
7. Self direct, motivate and function successfully in a team environment.

PATIENT CENTERED MEDICAL HOME DUTIES:

1. Practices team-based care
2. Involved in huddles on daily basis per huddle procedure
3. Attends required staff meetings
4. Attends required training meetings
5. Participates in clinic and team Quality Improvement processes
6. Is invested in fostering patient self-management including involving the PCMH Care
7. Attend monthly meetings at which clinics, PCMH, and best-practice procedures and business agenda are addressed
8. 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:

Completing assigned courses in Compliatric.

STAFF EXPECTATIONS

- Support and show gratitude to all coworkers.
- Agree to ask for help when needed and ask questions to learn; be willing to grow in your role and position at SCRFHC.
- Be part of the solution.
- Believe and participate in change and be willing to engage in improvement process.
- Model effective teamwork and collaborative communication.
- Provide respectful feedback (in a private setting) when encountering conflicts; ask for help from supervisor as needed.
- Understand and value that everyone's role is important and contributes to the whole organization.
- Be willing to learn, cross train, and share knowledge.
- Model positivity.
- Understand that body language matters.
- Forgive and learn from failure.
- Agree to be flexible and adapt to organizational changes.
- Be mindful of challenges and burdens other colleagues may be facing and be kind.
- Honor and appreciate all forms of diversity.