



## Immediate Opportunity for Lead Medical Assistant

Are you looking for a rewarding position that not only offers great benefits but an opportunity to give back to the community? Come join the Parktree Community Health Center Team!

Parktree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

We are looking for an energetic and professional Lead Medical Assistant to join our team.

### **Responsibilities include:**

1. Work closely with Clinical Supervisors and Clinic Managers on process improvements.
2. Provide translation services when needed.
3. Keep exam rooms stocked, clean, and neat at all times.
4. Monitor inventory and place order requisitions for needed supplies, including vaccines.
5. Run controls and check expiration dates on inventory and emergency kits as necessary.
6. Ensure calibration and maintenance of clinical equipment.
7. Participate in various clinical audits.
8. Assist in recalls of equipment, vaccines, medications, and other supplies by removing from supply and notifying patients as needed.
9. Report vaccine excursions or transfers to VFC or VFA, as well as weekly flu vaccine reports, to health department during flu season.
10. Write incident or event reports if an injury occurs on-site.

### **Qualifications:**

1. Medical Assistant Certification or diploma required. Certification preferred.
2. High School Diploma and/or equivalent.
3. Minimum of 2 years of supervisor experience in a medical office preferred.
4. Knowledge of Electronic Health Record System preferred; Basic computer skills required.
5. Ability to manage competing priorities.
6. Ability to be flexible with schedule and assigned clinical site.
7. Must be bilingual in English and Spanish with effective verbal and written communication skills and have basic knowledge of medical terminology in both English and Spanish.

### **Comprehensive Employee Benefits including:**

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees
- Paid holidays, vacation, sick and personal time
- Retirement Plan with employer contribution
- Tuition Assistance
- Continuing Education benefits
- Opportunity to apply for Federal and State Loan Repayment Programs



**To apply please send your resume (in PDF or Word Format) to:**  
**[Yesenia.Quintanilla@Parktreehc.org](mailto:Yesenia.Quintanilla@Parktreehc.org)**