



FEATHER RIVER TRIBAL HEALTH, INC.

Sponsoring Tribes: Berry Creek Rancheria, Mooretown Rancheria & Enterprise Rancheria

OROVILLE CLINIC
2145 5th Avenue
Oroville CA 95965
(530) 534-5394

YUBA CITY CLINIC
555 West Onstott Road
Yuba City CA 95993
(530) 751-8454

JOB ANNOUNCEMENT

Our organization is pleased to announce the following job opening. Contact our Administration department at 2145 5th Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394. <http://www.frth.org/jobs>

JOB TITLE: Medical Assistant/Scribe (Full Time)

SUMMARY: As a member of the health care team, the Medical Assistant/Scribe operates under the supervision of the Nursing Director as it relates to Administrative issues and under the Physician for clinical issues for the patients of FRTH within the scope of duties described in Title 16, California Administrative Code, Chapter 13, paragraph 1366.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Graduate from approved program for Medical Assistants.
3. Preferably, two (2) years experience as a Medical Assistant in a doctor's office or ambulatory medical clinic.
4. Current CPR certification.
5. At least two (2) years experience with an electronic health record program.
6. Past medical, pharmacy, laboratory or medical records experience.
7. Computer skills and typing ability sufficient to input data and prepare program reports.

DEPARTMENT: Nursing

LOCATION: Oroville Clinic

GRADE LEVEL: 5

DATE POSTED: 11/19/2018

CLOSING DATE: 11/28/2018

PLEASE NOTE: Indian Preference applies if proof is attached to your application.