



## First Source CPMC Job Announcement – Medical Assistant \$22.95/hr

The following job announcement is made available to San Francisco residents through a First Source partnership Hiring Agreement between CPMC and OEWD. This First Source CPMC job opening targets candidates referred through the San Francisco Workforce Development System, a network of public, private and non-profit service providers coordinated by OEWD to serve San Francisco job seekers and employers.

**All candidates must apply on-line at [www.sutterhealth.org](http://www.sutterhealth.org) (in order to indicate First Source the candidate must select “Internet Sites/Banners” and then “First Source” in response to the “How did you hear about us?” question).**

Please review this job description carefully for details about qualifications:

**Applicants must apply to every individual requisition number for which they would like to be considered.**

### Medical Assistant: Requisition # 2013574

**Primary Purpose:** The Medical Assistant assists clinicians and other members of the health care team in the department by performing a variety of patient-related tasks/tests and ensuring smooth patient and work flow within the department.

### Qualifications

**Education:** High School diploma or equivalent. Graduate of an accredited Medical Assistant training program with clinical specialty certification, CCMA – C or CCMA - AC. Certification in pulmonary function testing and audiometry required.

#### **Experience:**

Minimum of two years' experience in an industrial medicine setting, hospital based occupational health, emergency department or outpatient care hospital.

#### **Knowledge/Essential Skills Required:**

- Basic Anatomy and physiology.
- Must be a Certified Medical Assistant, CCMA – C or CCMA – AC, (clinical specialty or clinical and administrative specialties) with all of the skills required by the state of California for that certification.
- Medical terminology and abbreviations.
- Medication administration.



For additional information about this announcement and/or on-line application assistance through the San Francisco Workforce Development System, please contact one of the workforce system providers listed below:

<p><b>SOMA Comprehensive Access Points</b> 99 Kissling 3<sup>rd</sup> Floor, 94103 Phone: 415-575-4570 <b>Hours: Monday through Thursday</b> 9:00AM to 5:00PM <b>Friday 9:00AM to 1:00PM</b></p>	<p><b>Chinatown Neighborhood Access Point</b> 601 Jackson Street, 94133 Phone: 415-677-7500 <b>Hours: Monday through Friday</b> 9:00AM to 5:00PM</p>
<p><b>Visitation Valley Neighborhood Access Point</b> 1099 Sunnydale Ave, 94134 Phone: 415-239-8705 <b>Hours: Monday through Friday</b> 9:00AM to 5:00PM</p>	<p><b>Western Addition Neighborhood Access Point</b> 1449 Webster Street, 94115 Phone: 415-549-7000 <b>Hours: Monday through Friday</b> 9:00AM to 5:00PM</p>

