Organization: Vecinos Farmworker Health Program
Address: 3971 Little Savannah Rd, 173 HHS, WCU Cullowhee, NC 28723
Phone: (828) 293-2274
Email: info@vecinosinc.org
Web: www.vecinos.org

Position: Certified Medical Assistant
Location: Cullowhee, NC (with outreach in Macon, Swain, Jackson, Clay, Transylvania, and Haywood Counties)
Compensation: $30,000-$36,000, Depending On Experience
Benefits: Insurance and Vacation
Position Open: Until Filled

Organization Description: Vecinos is a non-profit, 501(c)3 organization that provides traditional and mobile clinics with integrated primary and mental healthcare, health education, and case management to uninsured migrant and seasonal farmworkers and people in need of Spanish-language services. We offer a positive, supportive, and team-oriented atmosphere. We work in a non-traditional environment with limited resources. Schedules and hours vary throughout the year.

Purpose: The Certified Medical Assistant (CMA) assists in the coordination and follow-up of regular traditional and mobile clinics. This person assists in administrative and medical care. The CMA works closely with the community health workers to ensure patient care, resource connections across the region, and continuity of care. The ideal candidate is flexible, open to working in a changing environment, can commit to a growing practice, and has the desire to serve uninsured/underserved populations, specifically agricultural workers.

Job Responsibilities
1. Office Assistance
   - Answer patient calls and determine how best to help them
   - Order supplies as needed
   - Organize storage, inventory, and rotation of medications and supplies
   - File paper charts

2. Clinic Assistance
   - Complete patient intake process, including taking and recording vital signs, completing health history questionnaires, and preparing patients for medical visits
   - Complete point-of-care labs, including blood glucose, cholesterol checks, hemoglobin, and others
   - Administer COVID and flu screenings, tests, and vaccines
   - Sanitize exam rooms and equipment
   - Ensure clinics are well-stocked with needed supplies
   - Schedule return to office visits
   - Assist as needed with wound care, in-office procedures, splinting/slinging, and other tasks

3. Case management
   - Prepare prescription refill authorizations
   - Schedule appointments for Vecinos clinics
   - Make referrals, ensure proper paperwork is on file, and obtain medical records

- Schedule specialist appointments as needed
- Complete reminder calls for in-clinic and specialist appointments
- Assist patients in obtaining needed resources, including food, assistance from other organizations, clothing, etc.
- Assist in disbursement and tracking of health management tools including glucometers and blood pressure cuffs

Required Qualifications
- Native, or near-native English/Spanish fluency
- State certified medical assistant certification in the state of North Carolina and maintenance of appropriate certifications. Applicants who are working towards certification will be considered.
- Experience in a primary care setting
- Able to work effectively as a team member and work closely with nurses, physicians, community health workers, and other partners
- Excellent written and oral communication skills in English and Spanish
- Cultural sensitivity, a caring and confident demeanor, flexibility, dependability, excellent written and verbal communication skills, high energy-level, willingness to work in a nontraditional/non-clinical setting, a professional attitude, desire to serve uninsured/underserved populations

Preferred Qualifications
- COVID health education knowledge
- Experience in an integrated (primary and psychiatry) care setting
- Working knowledge of farmworker-specific medicine
- Medical interpreter training and experience

Submit Cover Letter and Resume to:

Marianne Martínez, Executive Director
mmartinez@vecinosinc.org