



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Reposted: January 20, 2023
Open Until Filled

\$500 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: CERTIFIED MEDICAL ASSISTANT
(BILINGUAL/BILITERATE ENGLISH/SPANISH PREFERRED)

PROGRAM: ELDERDAY
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:

Under the supervision of the registered nurse supervisor, the certified medical assistant is responsible for the maintenance, reporting, and testing for Elderday's surveillance COVID antigen testing program through the California Department of Public Health Testing Task Force. The CMA also assists nursing staff with other appropriate duties related to the health and personal care of Elderday participants and provides other general program support as needed.

DUTIES & RESPONSIBILITIES:

COVID Testing:

- Administers COVID antigen tests to participants, staff, and visitors; reports results in the state-assigned website; administers, packages, and sends PCR tests, as needed, to the state laboratory.
- Carries out and reports all quality control measures for the COVID antigen testing program; maintains inventory, and orders additional supplies, as needed.

Nursing Support:

- Monitors participant vital signs (e.g. blood pressure, pulse, weight, O2 saturations) as requested by nursing staff.

- Assists in the maintenance of physical activity and exercises, and with activities of daily living such as eating, toileting, and, if necessary, showering and maintaining personal hygiene.

General Program Support:

- Assists in the daily activities of Elderday program, such as helping with meals and clean up
- Participates in the maintenance of a safe, healthful, and clean day care center environment.
- Performs other duties as assigned.

Professional Conduct:

- Treats participants with respect and dignity; maintains confidentiality at all times.
- Communicates effectively and respectfully with people from different racial, ethnic, and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:

- practices and techniques of certified medical assisting
- medical terminology
- use and care of nursing equipment and supplies
- Latine cultural medical practices and beliefs

Ability to:

- apply certified medical assistant principles and techniques competently
- provide sympathetic care
- keep accurate records and charts
- understand and carry out oral and written directions
- maintain cooperative and effective working relationships with those contacted in the course of work
- communicate effectively and respectfully with people from different racial, ethnic, and cultural backgrounds and lifestyles, demonstrating a knowledge of and sensitivity to their needs.

OTHER REQUIREMENTS:

- Possession of current CMA certification from the American Association of Medical Assistants (AAMA).
- Current CPR certification.
- Fluent bilingual/biliterate Spanish/English preferred.
- Must pass a criminal background check and maintain a clean record.
- Must pass a TB test before first day of employment.
- Must receive an annual influenza vaccination or be willing to wear a protective face mask during government regulated influenza season.
- Must be fully vaccinated against COVID-19, including a booster when eligible.

PHYSICAL REQUIREMENTS:

- Must be able to alternate between standing, walking, sitting, typing, reaching, and bending.
- Must be able to lift up to 50 pounds.

We screen all applicants and require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:

The certified medical assistant position is represented by the SEIU bargaining unit

RATE OF PAY & HOURS:

- This is a regular, non-exempt, 20 hour per week position.
- This position will be offered at a pay rate between \$21.79/ hour, DOE (plus a \$.40 per hour bilingual differential after passing a test administered by the Human Resources Department).
- This position requires regular on-site attendance.
- Hours of work are typically M-F, 9am-1pm

BENEFITS:

- First year: 16 vacation days and 11 holidays, with accrual based on 20 hr/wk.
- Sick leave accrued based on 20 hr/wk.
- May be eligible for up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Dependent Care Reimbursement Program.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@cbridges.org), fax (831-688-8302) or in person.

- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.