

The background image shows the exterior of the Modoc Medical Center building on the left, featuring a sign for the 'EMERGENCY MAIN ENTRANCE'. To the right is a white ambulance with 'MODOC MEDICAL CENTER' written on its side. The title 'MODOC MEDICAL CENTER' is written in large, stylized, orange-outlined letters across the top, and 'Job Announcement' is in large, bold, white letters with a blue outline below it.

MODOC MEDICAL CENTER

Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

MEDICAL ASSISTANT

Full-Time | On-site

MA Wage: \$20.92-\$30.58/hr; CMA Wage: \$21.46-\$31.39/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for a Full-Time benefit eligible Medical Assistant/Certified Medical Assistant (MA/CMA) at the Rural Health Clinic in Alturas, CA. The MA/CMA works under the direction of clinic providers to room patients, obtain vital signs, assist with procedures, and support accurate and timely documentation. This position plays a key role in maintaining efficient clinic flow and ensuring a positive, caring patient experience while supporting smooth day-to-day clinic operations.

Responsibilities

- Room patients, obtain accurate vital signs, and document information in the chart
- Assist providers with exams, procedures, and chaperoning as appropriate
- Collect and process lab specimens; administer injections per provider orders
- Perform vision and hearing screenings, EKGs, spirometry, and other basic tests
- Maintain exam rooms, stock supplies, and ensure equipment is clean and ready for use
- Review electronic charts for completeness and support clinic staff as needed
- Follow safety protocols and support quality, confidentiality, and patient care standards

Qualifications

- High school diploma or equivalent required
- MA may learn duties through on-the-job training; CMA must possess CMA certification
- CPR certification required
- Ability to perform or learn phlebotomy and basic clinical procedures
- Strong interpersonal and communication skills with a patient-centered focus
- Organized, dependable, and able to multitask in a fast-paced clinical environment

Benefits

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
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