



## COVID-19 COORDINATOR – MEDICAL ASSISTANT Temporary/Full-Time

<b>Posting Number:</b>	HR052127	<b>Posting Date:</b>	September 23, 2021	<b>Date Available:</b>	Immediately		
<b>Position Summary:</b>	The COVID-19 Coordinator is responsible for answering and returning phone calls to patients related to questions around the COVID vaccine, testing, results, and general questions.						
<b>Essential Job Duties:</b>	Managing phone calls that are COVID-related regarding testing, vaccinations, and quarantine guidelines. Call patients to give test results and answer any COVID-related questions and review quarantine guidelines. Administer COVID-19 vaccinations. Chart and update patients' medical records as needed. Other duties as required.						
<b>Qualifications:</b>	High school graduate or equivalent, completed Medical Assistant Program. Must possess valid Washington State MA License. Must have excellent customer service and show compassion when interacting with patients. Must portray a professional manner. Attention to detail and the ability to document as appropriate in the patients' medical record. Ability to communicate in English and Spanish.						
<b>Position Wage Range:</b>	MIN: \$	15.38	MAX: \$	21.20	Sign-on Bonus: NONE		
<b>Schedule:</b>	Days:	Monday – Friday		Hours:	8:30 am – 5:00 pm		
<b>Department/FTE:</b>	Three Rivers Family Medicine			FTE:	1.00	Benefit eligible?	No
<b>Physical Requirements:</b>	Please see full Job Description in Human Resources						

INTERESTED CANDIDATES – PLEASE APPLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517
APPLY ONLINE:	<a href="http://www.threerivershospital.net">www.threerivershospital.net</a>
HR CONTACT EMAIL:	<a href="mailto:opportunity@trhospital.net">opportunity@trhospital.net</a>
<i>Three Rivers Hospital is an equal opportunity employer.</i>	