

Medical Assistant Onboarding Coordinator

This full-time position is available to an experienced Medical Assistant (MA) in a Christian nonprofit clinic. The position reports to the Director of Clinical Operations. The candidate *must* be fluent in English and Spanish and have a minimum of 3-5 years of MA experience.

Job Requirements:

1. Serve as the primary point of contact for all newly hired MAs.
2. Conduct onboarding duties for Medical Assistants in collaboration with the Director of Clinical Operations and Back Office Manager.
3. Ensure consistent training implementation across all locations.
4. Collaborate with Back Office Manager to monitor training needs for MAs.
5. Work with Staff RN/OSHA Compliance Officer to ensure all safety protocols are followed as well as ensuring all medical equipment is in acceptable working condition.
6. Act as the primary point of contact for medical assistant volunteers, conduct orientation, and monitor performance.
7. Maintain Volunteer database, continued ongoing communication, and follow-up.
8. Represent Good Sam Gwinnett at volunteer events including health fairs and other community outreach programs.
9. Serve as a backup MA to cover sick calls or vacations at any company location as needed.
10. Help lead devotion and prayer.