

Lead Medical Assistant

- Serve as primary point of contact at the clinic for all matters related to Medical Assistants (MAs).
- Communicate any issues or concerns to Lead Advanced Practice Provider (APP) and Back Office Manager.
- Ensure the team follows weekly and daily workflow plans.
- Follow up to ensure that MAs are completing assigned duties and tasks.
- Take ownership of the PTO calendar and ensure that there are adequate back-up plans in place.
- Monitor Urgent Inbox on EMR system.
- Complete admin tasks as assigned by Lead APP, Back Office Manager, and Director of Clinical Ops.
- Act as MA as needed for patient care.

Qualifications

- 2-5 Years as a MA
- Must be bilingual (Spanish)

Interested candidates should send their resumes to careers@goodsamgwinnett.org. Please include salary requirements.