

# MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

**DATE:** June 13, 2022  
**JOB TITLE:** MEDICAL ASSISTANT –TEMPORARY PART-TIME  
**DEPARTMENT:** PHYSICIAN SPECIALTY GROUP  
**STATUS:** TEMPORARY - PART TIME  
**REPORTS TO:** CO CLINIC MANAGER

**SUMMARY:** Responsible for assisting Specialists as per established patient care protocols and procedures by performing a variety of medical assistant functions. Prepares treatment rooms for examination of patients, and may perform other duties as assigned. Computer literate: must be familiar with all applications in the Microsoft Office. Excellent oral and writing skills are required; English/Spanish proficiency preferred. High school graduate or its equivalent; graduate of an accredited Medical Assistant Program with one year of experience or three years of related experience. Current certification from credentialing organization for Medical Assistants; First Aid, CPR Certification.

**Applications may be obtained at:  
3406 Bob Rogers Drive, Suite 140, Eagle Pass, Tx.  
[www.mchdep.org](http://www.mchdep.org)  
Deadline: Open until position is filled**

**Please contact Juanita Villarreal for more information at (830) 757-4990 Ext. 4960**

*The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.*