

**MAVERICK COUNTY HOSPITAL DISTRICT  
VACANCY ANNOUNCEMENT**

**DATE:** June 8, 2023  
**JOB TITLE:** MEDICAL ASSISTANT  
**DEPARTMENT:** PHYSICIAN SPECIALTY GROUP  
**STATUS:** FULL TIME  
**REPORTS TO:** CLINIC OPERATIONS MANAGER

**SUMMARY:**

Responsible for assisting physicians 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:**

**[www.mchdep.org](http://www.mchdep.org)**

**or**

**3406 Bob Rogers Drive, Suite 230, Eagle Pass, TX.**

**Deadline: Open until position is filled**

**Please contact Yvette Dominguez 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.*

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
6/9/23