



SACRAMENTO COUNTY
DEPARTMENT OF

Health & Human Services

EXTERNSHIP POSITION DESCRIPTION:

Medical Assistant Externships:

The Position: The Sacramento County Primary Care Center offers externship opportunity to students who are, or have completed, in the Medical Assistant training program. These clinics provide medical care and services to Sacramento County residents who are uninsured or underinsured. The externship offers supervised experiences in back office operation, preparing exam rooms and patients for visit, charting, and taking vital signs and more.

Location: Primary Care Clinic, Refugee Clinic, Chest Clinic at 4600 Broadway, Sacramento, CA 95820

Hours: Clinics are open 8:00 am to 9:00 p.m. We will work with the student's schedule to ensure flexibility.

Minimum Qualifications: Must have completed or in an accredited Medical Assistant training. Students should have a friendly personality and possess a genuine interest in serving the community. Good attendance and willingness to learn are necessary. We will accept students 18 years of age and older. All students must pass a criminal background check.

Benefits: Meet new people, work with medical professionals, and exposure to a community-based medical program, opportunity to complete school requirement and gain experience in the field. Performance valuation will be provided to the school during the course of training with opportunity to stay as volunteer to gain more experience in the field upon completion of training.

To Apply: Complete a Volunteer Application or contact the Volunteer Services Office at 875-2026 for an application. Positions depend on availabilities.

Questions? Contact Tammy Liu, Volunteer/Student Intern Coordinator, DHHS, 875-2027

For additional information on this or other volunteer opportunities with the department, please visit our website at <http://www.sacdhhs.com> or call our Volunteer & Student Intern Services Office at (916) 875-2027.

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