



Multi-Tech Medical Assistant – Skillman Clinic

Qualifications for employment at Watermark Health require having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and have a work history and a lifestyle that is consistent with scriptural principles in the Bible.

Full Time Hourly, Benefits Eligible

Location: Skillman Clinic

FLSA Status: Exempt

Reports to: Skillman Clinic Director

Position Summary:

Watermark Urgent Care is looking to add a full-time Multi-Tech Medical Assistant (MA) to provide basic patient care and provide key support for the clinic floor at the Skillman Clinic. The Multi-Tech MA will oversee management of the clinic's med-room, assist in clinical operations, and manage the clinic's x-ray services.

Spiritual Gifts and Strengths:

Serving, Mercy, Administration, Helps, Evangelism, Hospitality

Discipline, Responsibility, Relator, Focus, Adaptability, Empathy, Includer, Positivity, Harmony

Essential Qualifications, Skills and Experience:

Active member in good standing at Watermark Community Church, Watermark FW, or CityBridge Church

Aligned with and passionate about the mission/vision/values of WMH

LVN License, EMT/Paramedic License, or 2+ years of Clinical Experience as an MA

Valid Non-Registered Technician (NCT) license issued in Texas (can help acquire), BLS/CPR certification

Confident with clinical EHRs, Microsoft Teams, and quick learner of other databases and systems

Position Responsibilities:

Operations – 90% of week

Assist on Clinic Floor- patient intake and vitals, lab tests, POC tests, discharge teaching

Perform urgent care tasks such as minor wound care, procedure assistance, etc

Perform diagnostic X-rays following established radiologic requirements and regulations

Support Charge Nurse in overseeing clinic flow and filling gaps where needed

Oversee Patient Forms and Intake paperwork processes

Assist Charge RN with Clinical Follow Up

Management – 10% of week

Manage Med-Room – Ordering, Quality Controls, Compliance Logs

Manage X-Ray logs and patient records

Support WMH Leadership with X-Ray maintenance and oversight

Ministry Leadership

Provide on-site spiritual leadership for pastoral care and patient interactions

Shepherd volunteers in daily interactions on site and support coordination of volunteer activities

Markers of an ideal candidate:

Problem solver, evangelism experience, detail oriented, organized, compassionate, patient

Multi-lingual (Spanish, Burmese, Arabic, Farsi, Amharic, French are all desired languages)

Previous volunteering experience with Watermark Urgent Care

...SO THAT THE MULTITUDES MAY BE HEALED.