

Position: Supply Chain Medical Assistant

POSITION SUMMARY

Under the direction of the Director of Nursing, the Supply Chain Medical Assistant (SCMA) is responsible for the inventory, ordering, acquisition, and distribution of all medical and behavioral healthcare delivery supplies, including medications for each location. The SCMA is also responsible for the transportation of sterilization equipment.

POSITION ACCOUNTABILITIES

1. Responsible for the inventory, ordering, acquisition, and distribution of all HMS medical supplies for primary care and behavioral health at all clinical locations.
2. Ensures all supplies meet the necessary legal and health safety requirements.
3. Tracks inventory levels and implements strategies to optimize inventory control.
4. Coordinates with all HMS clinical site leaders and staff to forecast supply needs.
5. Analyzes supply chain data to identify potential areas of improvement.
6. Works closely and directly with the HMS Finance Department in all medical supply ordering and delivery processes.
7. Ensures compliance with healthcare regulations and standards in the supply chain process.
8. Implements risk management protocols to ensure supply chain continuity.
9. Oversees the logistics of supply delivery, ensuring timely and efficient transport.
10. Assists in the annual supply chain budget.
11. Responsible for transportation of sterilization equipment to all clinical locations.
12. Assists in direct patient care as a Medical Assistant if needed and called upon.
13. Performs all other duties as assigned

Patient Centered Medical Home

Prepares for attends and participates in team meetings and huddle(s)

Collaborates in developing team priorities and patient goals and care plans

Active in-patient education, goal setting, self-management teaching and coaching

Medication reconciliation and education

Chronic disease care management

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Certified Clinical Medical Assistant (CCMA) for One (1) Year
- CCMA Experience in Ambulatory Care Setting for One (1) Year
- Experience with Supply Chain Management is Preferable
- Current BLS or equivalent certification

REQUIRED SKILLS

Demonstrated computer skills

Basic laboratory equipment: One touch glucose
PFT
Pulse Oximetry
Centrifuge
EKG

DESIRED ABILITIES

Three years of clinical experience preferred; ambulatory care experience desired

Must be strong team player

Effective verbal and written communication skills. Written skills in English required.

Ability to communicate in Spanish a plus.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036