



CERTIFIED MEDICAL ASSISTANT (CMA)

Openings: 1 full equivalent
Location: NE Portland

PRIMARY JOB DUTIES include but are not limited to:

- Greeting/rooming patients
- Obtain vitals
- Administer immunizations
- Triage & advice calls
- Assisting in minor office procedures
- Perform limited lab tests
- Follow up on orders
- Handling and storage of medications and supplies
- Maintain practitioner's daily workflow

SKILLS:

Self-directed with the ability to multi-task and prioritize work
Effective and professional communicator
Independent problem solver

REQUIREMENTS:

- High school diploma or GED.
- Successful completion of Medical Assistant course and exam.
- 6 months of CMA experience in a clinic setting (externship not included).
Clinical pediatric or family practice experiences a plus.
- Fluent in English including legibly and accurately speaking, reading and writing in English. Multilingual a plus.
- Verifiable history of education, work experience and reliable attendance.
- Pass Pre-employment Background Check.

ADDITIONAL:

Demonstrate excellence in patient care and satisfaction.
Demonstrate compassion, competence and attention to detail.
Demonstrate the ability to multi-task and prioritize work.

HOURS / BENEFITS:

Typically hours are Mon. - Fri., 8:30am – 5:00pm. There is a possibility of occasional Saturday and/or Sunday mornings at our Clackamas location on a rotational basis.
Benefits are available based on average scheduled hours per week and length of service.

Interested applicants please complete an application found on this website and return it with a resume and cover letter.