

Position

Certified Medical Assistant-Pediatrics

Pediatric Associates of the Northwest

Pediatric Associates of the Northwest is dedicated to providing the highest quality medical care to the children of our community in an environment that encourages cooperation, participation and professional enrichment. We are the first nationally recognized Pediatric Medical Home in Oregon and include 12 pediatricians, a pediatric nurse practitioner, four licensed psychologists, and a registered dietitian.

www.portlandpediatric.com

Description

We are searching for a float **Certified Medical Assistant** who has high energy and exceptional customer service skills to work **full-time (40 hours/week) in both our Northwest Portland and Tigard offices.** Some weekends and evenings required.

Competitive salary depending on experience. Medical, dental, life/disability insurance provided. Other benefits include generous earned time off (ETO), six paid holidays, FSA; Pension/401K after one year of employment.

Essential Job Responsibilities:

Provide excellent customer service and patient care to patients and their families.

- Manage and coordinate patient flow for a pediatrician or nurse practitioner on a daily basis including:
 - Room patients-measure height, weight and vital signs, review current meds and allergies.
 - Administer vaccines.
 - Perform venipuncture and finger/heel sticks for lab work.
 - Run in-house labs.
 - Process medication refills.
 - Data entry.
 - Re-stock exam rooms and clinical lab area.
- Prepare for and participate in weekly team meetings.

Skills and Abilities:

- Ability to prioritize work flow/tasks; strong decision making and organizational skills.
- Ability to take direction; reliable with a strong work ethic; detail oriented.
- Exceptional communication and social skills.
- Capability to work independently as well as collaboratively as part of a team
- Proficient English language skills-speaking, reading writing and understanding.
- Strong computer skills; experience with electronic health records, Centricity preferred.

Education and Experience

- High School Graduate or equivalent.
- One year of customer service experience required.
- Graduate of Medical Assisting Program.
- CMA certification at hire, or within 6 months.

Please submit cover letter and resume in Word format to HR@panwpc.com

Note "CMA" in the summary line.

Pediatric Associates of the Northwest is a smoke-free, drug-free, equal opportunity employer. Pre-employment drug screen and background check required.