

**Position**

Medical Office Assistant

**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 twelve pediatricians, a pediatric nurse practitioner, four licensed psychologists, and a registered dietitian.

[www.portlandpediatric.com](http://www.portlandpediatric.com)

**Description**

We are searching for a full-time (40hrs/week) Medical Office Assistant who has high energy and exceptional customer service skills to work in both our Northwest (Portland) and Southwest (Tigard) offices. Competitive salary. 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:**

- Performance of autoclaving (i.e. sterilization of medical instruments) and maintenance of the autoclave machine.
- Medical supply inventory and ordering of needed supplies.
- Put away medical supplies, vaccine stock, and linens.
- Stock exam rooms, procedure carts, and central lab area with needed supplies.
- Perform eye wash station safety check and log the checks.
- Monitor sharps containers and change out when full.
- Print and refill patient handouts, front desk forms, and create patient packets.
- Inventory of stock medications, sample medications, nebulizers, code cart, and formula.
- Monthly vaccine count.
- Order stickers and prizes for the patients.
- General housekeeping of the lab/work area.
- Data enter patient profile information.
- Prepare and send out ASQ's and lab letters.
- Prepping and mailing well child check recall postcards.
- Unpacking Reach Out and Read Books and managing stock of books.
- Take lost and found items to donation center.
- Possible assistance with appropriate clinical care needs.
- Perform other tasks as needed.

**Performance Requirements:**

- Capability to multi-task and manage time effectively, with strong attention to detail.
- Superb customer service and interpersonal skills including maintaining a positive attitude and image with families and staff.
- Show good judgment with confident decision making skills.
- Work successfully independently or as part of the team.
- Ability to communicate effectively (orally and in writing) with staff and providers.
- Travel between both offices.

**Skills and Abilities:**

- EXCELLENT customer service skills including a positive attitude.
- Flexibility.
- Ability to use office equipment, i.e. copier, fax machine, multi-line phone system, computer printer, postage machine, etc.
- Strong decision making skills
- Ability to take direction and be organized.

**Education and Experience:**

- High School Diploma.
- Minimum of one year medical office experience.

**Salary:**

- Starting salary \$14.00 per hour

Please submit cover letter and resume in Word format to [HR@panwpc.com](mailto:HR@panwpc.com).

Note "Medical Office Assistant" in the summary line.

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