



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 thirteen pediatricians, a pediatric nurse practitioner, four licensed psychologists, two lactation consultants, and a licensed social worker.

### **Description**

***Medical Assistants hired externally at this time will be eligible for a sign on bonus, \$1000 for Full-time\* paid after a 90 day orientation and an additional \$1000 after 6 months of employment.\****

We are searching for a **Certified Medical Assistant** who has high energy and exceptional customer service skills to work **full-time (40 hours/week)** in our **Tigard and Beaverton Office**. Some regularly scheduled 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, **paid parental leave**, and paid short term disability.

### **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 to [pcolburn@panwpc.com](mailto:pcolburn@panwpc.com) in Word format and note "Certified Medical Assistant" 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.

Job Type: Full-time

Salary: \$19.00 - \$24.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Paid parental leave
- Employee assistance program
- Flexible spending account

- Free parking
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Medical Specialty:

- Pediatrics