



## Cow Creek Government Office

### **Certified Medical Assistant**

Job Code: 2346  
Department: CCH&WC  
Location: Roseburg/Canyonville  
Hourly Wage: \$22.04 - \$23.50 DOE

#### POSITION PURPOSE:

Are you a passionate and dedicated Certified Medical Assistant looking to make a meaningful impact in the health and wellness industry? Join our friendly and dynamic team, where your skills and compassion can shine! We are seeking a Certified Medical Assistant who is not just technically proficient but also genuinely cares about the well-being of our patients. In this role, you will be at the forefront of patient care, helping to ensure that our clinic runs smoothly while providing outstanding support to our healthcare professionals and the people we serve.

#### ESSENTIAL FUNCTIONS:

- Assist healthcare providers with patient examinations and procedures.
- Prepare and maintain patient records and documentation accurately.
- Administer medications and vaccinations as directed by physicians.
- Prepare and collect laboratory specimens for testing.
- Provide patient education on wellness and care instructions after visits.
- Maintain a clean and organized clinical environment for optimal patient care

#### QUALIFICATIONS:

- Current Oregon certification as a Medical Assistant from an accredited program.
- Strong understanding of medical terminology and practices.
- Excellent communication and interpersonal skills.
- Ability to multitask and manage time efficiently in a busy environment.
- Compassionate attitude towards patient care and well-being.
- Proficiency with electronic health record (EHR) systems.
- Basic life support (BLS) certification is preferred.

## Benefits:

- \$2,500 Sign-On Bonus.
- Paid Time off (PTO) will begin accruing on the date of hire at the rate of 8 hours per pay period. Maximum PTO accrual will be 480 hours.
- Employer-paid Short- and Long-Term disability.
- Employer contributes 7% to 401k based off of annual income.
- Reimbursement for Professional License, DEA renewal, and required training.
- Student Loan Forgiveness program.
- Medical, Dental, and Vision.
- Employer paid \$15,000 Life insurance policy.