



Caring for Infants, Children & Adolescents

Main Street Office: 445 East Main Street, Hillsboro, Oregon 97123

Orengo Station Office: 6125 Northeast Cornell Road, Suite 240, Hillsboro, Oregon 97124

Phone: 503 640 2757

Toll free: 1 877 300 6102

Fax: 503 640 9753

www.HillsboroPeds.com

Job Title: Certified Medical Assistant

Description: Fast paced, team oriented Primary Care pediatric clinic seeking full-time, **Certified Medical Assistant** who will provide compassionate direct patient care in a clinic setting under the direction of a provider.

Duties:

- Assists in the assessment of patient needs
- Completes necessary documentation using Electronic Medical Records (EMR).
- Great communicator, able to deal tactfully and professionally with patients, families, staff, and providers.

Qualifications:

- Graduate of an accredited MA program preferred, certification at time of hire.
- One year of medical office experience- preferably in back office.
- Team Player
- Proficient computer skills (including Windows software: Word, Excel, etc.; EMR)
- Excellent organizational skills
- Strong interpersonal skills
- Ability to manage multiple tasks
- Bilingual English/Spanish preferred but not required

Competitive wage and benefits