



## **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](http://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:**

- Prepares patients for exams and procedures
- Provide patient education
- Completes necessary documentation using Electronic Medical Records (EMR) including routing documents in the patients' medical records
- Clean and sterilize equipment

### **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 with great organizational and interpersonal skills
- Great communicator, able to deal tactfully and professionally with patients, families, staff, and providers.
- Proficient computer skills (including Windows software: Word, Excel, etc.; EMR)
- Ability to manage multiple tasks
- Bilingual English/Spanish preferred but not required

### **Competitive wage and benefits**