



CMA - Part Time

WWMG Dept. of ENT, Allergy & Audiology

Seeking an experienced CMA for a part-time position in the ENT, Allergy, & Audiology Department. The CMA's communication, conduct and performance should support WWMG's efforts in becoming a high performance organization. Candidate must have a professional attitude, be a team player, have excellent computer skills, and have the ability to multi-task.

Duties include but not limited to:

- Room patients and obtain vital signs
- Take health history and enter medications into the medical record.
- Set up and assist in minor office procedures
- Clean, sterilize, and maintain instruments
- Perform spirometry
- Perform allergy testing
- Give injections
- Mix patient allergy prescriptions
- Order tests
- Triage calls
- Other duties as assigned

Requirements:

- High school diploma or equivalent
- Completion of a Medical Assistant Program OR completion of a Military Medical Corpsman Program
- Current WA State CMA license
- Ability to communicate clearly both orally and in writing
- Experience with EMR/Centricity preferred
- Candidate must be highly organized with a high level of attention to detail

Physical Abilities:

- Must be able to sit and/or stand for extended periods of time.
- Must be able to move freely throughout the clinic and hospital.

Physical Demand Level: Medium

In an 8-hour workday, must be able to-

- Lift / Carry
 - 20 to 50 pounds occasionally
 - 10 to 25 pounds frequently
 - up to 10 pounds constantly

As required, must be able to-

- Sit, Stand, Walk, Bend, Squat, Kneel, Crawl, Climb and Reach above shoulders
- Push and Pull
- Perform fine motor functions

Must possess functional vision, hearing, and speech in order to communicate effectively with patients, patient advocates, and staff.

Hours: Monday, Wednesday, Friday 7:45am – 5:15pm

Salary: DOE

Please forward a cover letter and resume to: ckimsey@wwmedgroup.com