



Western Washington  
Medical Group

**Certified Medical Assistant**

**Care Center:** Podiatry

**Location:** Everett

**Description:**

WWMG-Podiatry is seeking a full-time, 34+ hours a week typically, **Certified Medical Assistant** to join our Podiatry clinic. This position will perform front and back office duties and will include rooming patients, obtaining an accurate medication list, assisting in minor office surgery, performing nail care, x-rays, surgery scheduling, scheduling, checking patients in and collecting copays, and cleaning and stocking exam rooms. This position will assist with overall delivery of patient care in the department and will include travel to a satellite office one day a week. **WA medical assisting certification required** (can be obtained within first 3 months of hire)

**Requirements:**

- At least one year of experience as a Medical Assistant, preferably in a specialty clinic
- Current CPR certification within 60 days of employment
- Washington State medical assisting certification required (or ability to acquire within first 3 months)
- Limited X-Ray preferred
- Prior EMR experience strongly preferred
- Ability to work independently or in a team setting
- Strong commitment to patient care and privacy guidelines

Successful candidate will be personable, dependable, organized, detail oriented, strong at multi-tasking, and dedicated to high quality patient care. Must be able to anticipate patient and provider needs as well as work effectively in a fast paced environment while maintaining WWMG-Podiatry's high standard of patient care.

Please email resume to [podiatry50@gmail.com](mailto:podiatry50@gmail.com)

Job Type: Full-Time