



Western Washington Medical Group

Certified Medical Assistant– Full Time

Date: 9/25/25

Location: WWMG Ear, Nose & Throat, Allergy & Audiology - 3125 Colby Ave, Suite J, Everett, WA 98201

Are you a Certified Medical Assistant eager to expand your skills in a collaborative and supportive environment? At WWMG's ENT, Allergy & Audiology department, we're looking for a positive, compassionate, and driven CMA to join our dynamic team. Whether you're launching your career or bringing years of experience, we're committed to supporting your professional growth and promoting a healthy work-life balance.

As a CMA, you'll play a vital role in both front and back office operations, ensuring smooth clinic flow and exceptional patient care.

Key Responsibilities:

- Rooming patients, taking vitals, health histories, and medication reconciliation
- Performing in-office testing (e.g., allergy testing, spirometry, exhaled nitric oxide)
- Assisting with minor procedures and providing pre/post-procedure care
- Administering injections (intradermal, subcutaneous, intramuscular)
- EMR documentation and maintaining sterile instruments
- Triage and returning patient clinical telephone calls.
- Prescription refills, prior authorizations, and administrative paperwork
- Front desk support: scheduling, phones, registration, and triaging patient calls
- Supporting efficient clinic operations and patient flow
- Other duties as assigned by the department manager

Qualifications:

- High school diploma or equivalent
- Completion of a Medical Assistant Program or Military Medical Corpsman Program
- Active WA State CMA license
- Current CPR/BLS certification
- Strong multitasking, communication, and organizational skills
- Experience with EMR systems (Centricity/EPIC preferred)
- Reliable, punctual, and committed to quality care
- You must be able to provide proof of legal authorization to work in the United States

Benefits:

- Unsurpassed growth opportunities
- Medical, Dental, Vision insurance

- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Accrued two(2) weeks of vacation/year to start.
- Sick time accrual in accordance with Washington state law
- 9 paid holidays/year
- Flexible schedules
- Family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington!

Our staff not only enjoys benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We are interested in learning more about you and appreciate you taking the time to apply.

Hours: Full Time, 32-40 hours/week. Monday to Friday, flexible hours between 7:00 AM – 5:00 PM (based on provider schedules). No evenings or weekends.

Salary: Hourly wage \$24-\$28 per hour depending on experience, skill set, and education.

To Apply: Please send a cover letter and resume to jvette@wwmedgroup.com.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.

We look forward to learning more about you!