

# Medical Assistant Apprentices (On the job paid training)

- Applications will be reviewed on a rolling basis
- Interview dates: July 29, August 5, August 12
- **Program start date: August 22**

## Summary

The Medical Assistant Apprenticeship Program is a paid 12 month on-the-job training program. Candidates will develop foundational skills to work in healthcare and prepare you for the Certified Clinical Medical Assistant (CCMA) test through the National Healthcare Association. The program is approved by the State of Washington as an equivalent to a Certified Medical Assistant program at a community or technical college and includes:

- 2000 hours of on-the-job training (paid) with support and guidance of an 1:1 MA-C coach
- 410 hours of online coursework (off hours)
- 3 in-person Saturday lab days to practice and demonstrate mastery of hands-on technical skills
- Potentially rotate to 2-4 health care centers/specialties throughout the year

## Benefits to the Apprentice

- 1:1 training with a Medical Assistant coach for 2000 hours of on the job training.
- Gain valuable job experience while being paid to further your education.
- Develop technical skills and obtain extensive hands on experience in a variety of health care settings.
- Can work full time as an apprentice while completing the program.
- Full time employees are eligible to receive medical, dental, vision insurance through WWMG.

## Duties and Responsibilities

- Prepares patients for provider and obtains a full set of vitals
- Assists provider with procedures, exams, and patient education
- Performs phlebotomy, laboratory procedures, injections and documents into EMR
- Ensure exam rooms are clean, stocked, and ready for patients.
- Cleans, prepares, and sterilizes Medical instruments
- Observes and follows required safety protocols for general safety of employees and patients
- Answer telephones, schedule patients, process referrals and supports care team members
- Perform other duties as assigned

## Physical Demands / Skills

- Commitment to improve the experience and delivery of care for patients.

- Medical Assistants are required to stand, sit and be mobile for the majority of the day.
- Hand eye coordination and ability to climb, balance, stoop, kneel or crouch and lift up to 25 lbs.
- Strong written and oral communication, interpersonal skills and cultural competency.
- Ability to work both independently and collaboratively in a team environment.
- Strong critical thinking, problem solving, organization skills, and attention to detail.
- Demonstrates flexibility and can effectively manage multiple demands concurrently with ease.
- High level of discretion, integrity, and adherence to HIPPA standards.
- Basic computer skills, Medical terminology and accurate spelling.

## Qualified Education/Experience

- High school diploma or equivalent certificate.
- Some college coursework preferred.
- CPR/AED certified for a Health Care Provider (must be completed prior to start date)

## More About the Apprentice Program

The MA Apprentice training will prepare you for the Certified Clinical Medical Assistant (CCMA) test through the National Healthcare Association as outlined in the RCW Chapter 18.360 and WAC 246-827. The program is administered through the Washington Association for Community Health and is registered through the WA Department of Labor and Industries.

## Location

Greater Snohomish County, may rotate to family practice and specialty clinics

## Ready to apply?

Please send your resume and program interest to: [MAtraining@wwmedgroup.com](mailto:MAtraining@wwmedgroup.com)

Space is limited, apply today!

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