



Position: Certified Medical Assistant – MA-C

Care Center: Psychiatry

About Us:

Join our top-performing team at Western Washington Medical Group! WWMG has been serving the community for decades.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply

Job Summary:

We currently have an opportunity for a Certified MA to work up to 40 hours at our Silver Lake (Everett) Psychiatry department. Part time is also an option.

Clinic hours:

- Monday, Tuesday, Thursday, Friday
- 8:00am - 3:00pm

General Duties:

- Greet patients
- Prep charts
- Room patients
- Take vitals
- Document in electronic medical records
- Process referrals
- Acquire prior authorizations
- Restock rooms
- Some light front office duties such as schedule appointments and answer low volume of phone calls
- Other duties as assigned

Qualifications

Education Background:

- Medical Assistant-Certified (MA-C) credential from the Washington State Department of Health.
- Graduate from an accrediting MA school
- Must be a highly motivated CMA with a willingness to learn the roles of Psychiatry

Work Experience

- Previous medical clinic office experience preferred
- At least 1-year experience as a Certified Medical Assistant-Certified or at least completed externship and graduated from an accrediting MA school.
- Experience working in a Psychiatry Department preferred, but not required.
- Licensure, Registration, Certification
- Medical Assistant-Certified (MA-C) credential from the Washington State Department of Health.
- Will accept Washington State Department of Health interim licenses with plan to become certified.
- Current BLS & CPR

Special Training/ Skills

- The experienced CMA must have the ability to provide clear direction and education to patients and the ability to appreciate and understand all current issues regarding confidentiality and sharing information
- Ability to provide treatment and patient education in Psychiatry

Physical Abilities

- Position requires significant computer usage – must be able to sit for extended periods of time, use keyboard and monitor.
- Physical demand level: Light
- In an 8-hour workday, must be able to:
 - Lift/ Carry 20 pounds occasionally and 10 pounds frequently
 - As required, must be able to: Sit, stand, walk, bend, squat, kneel, crawl, climb, and reach above shoulder, push and Pull. Perform fine motor functions
 - Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

Job Types: Full-time, Part-time

If you are interested in applying for this position, please send your resume to Ryan Sundquist at rsundquist@wwmedgroup.com.