



Medical Assistant

POSITION TITLE: Medical Assistant - Gastroenterology

JOB STATUS: Full-time, Non-Exempt

REPORTS TO: Practice Administrator

LOCATION: Everett – 4225 Hoyt Ave, Suite A

8/18/2026

JOB SUMMARY: We are seeking a skilled and compassionate Certified Medical Assistant to join our team. As a Certified Medical Assistant, you will play a crucial role in providing quality patient care and assisting healthcare professionals in a clinical setting. This is an excellent opportunity to utilize your medical knowledge and skills to make a positive impact on patients' lives.

DUTIES AND RESPONSIBILITIES: (This list may not include all of the duties assigned)

- Room patients; take vitals, record medical history and update patient information accurately.
- Assist healthcare professionals with patient examinations
- Prepare examination rooms and ensure they are clean and stocked with necessary supplies
- Provide patient education on medications, procedures, and general healthcare topics
- Refill prescriptions per protocol
- Answer phone calls and messages within the same day
- Results to patients via letter, phone call or My Chart.
- Enter recalls as needed

QUALIFICATIONS:

- Washington State MA certification required (or ability to acquire within first 3 months)
- At least one year experience as a medical assistant is preferred
- Proficiency in medical coding and terminology
- Experience with medication administration and basic life support techniques
- Strong attention to detail and excellent organizational skills
- Ability to provide exceptional patient service with empathy and compassion
- Excellent communication skills, both verbal and written
- Ability to work effectively in a fast-paced environment while maintaining accuracy
- Prior EMR experience preferred. EPIC experience a plus.

PHYSICAL ABILITIES:

- Ability to sit for up to four hours at a time. Able to operate a computer. Safely maneuver patients and supplies.
- 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 clients, client advocates, and staff.

The job description is representative of work performed by this position and is not intended to be all-inclusive. Employees may be expected to perform other duties that are related, similar, or a logical extension, as assigned. All employees are expected to meet organizational expectations.

Some positions also have “skill and competency checklists”, available from the manager, which define tasks and performance levels in more detail.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Free parking
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Medical specialties: Gastroenterology

Schedule:

- Expected hours: 40 per week
- Monday to Friday
- No weekends

Pay rate:

- \$22.00 - \$30.00 per/hour

Work Location: In person

Please send resumes to jona_f@wwmedgroup.com.

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