

NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.

Certified Medical Assistant

POSITION:	Certified Medical Assistant
LOCATION:	LaSalle- Ottawa- Princeton
HOURS:	Monday- Friday 8:00AM- 4:30PM
Salary:	\$15.00 (Exact salary calculation is made based on education and experience)

Position Overview:

The Certified Medical Assistant provides basic nursing and psychiatric care to clients under the direction of the provider and/or licensed nurse. They are responsible for providing a wide range of patient care activities in an efficient and orderly manner to provide the appropriate level of care for the client.

Duties:

- Work directly with the psychiatric team to support facilitation of behavioral health and substance use services to the client.
- Prepare rooms and sanitizing equipment.
- Communicate with clients in person or via phone.
- Schedule appointments and manage patient flow.
- Measure and recording vital signs, such as blood pressure, pulse, height, and weight.
- Perform point of care testing, including rapid drug screens.
- Educate clients about medication and follow up care.
- Maintain and update the electronic health record (EHR) and client charts.
- Communicate with the client's treatment team.
- Attend and participate in all supervisions, staffing's, meetings, and educational requirements.
- Ensure compliance with agency policies and procedures as well as HIPAA requirements.
- Other duties as assigned by the provider or nursing staff.

Skills:

- Computer knowledge and proficiency in computer skills.
- Excellent communication and interpersonal skills required.
- Human relations skills to work effectively with others, possessing tact, discretion, and diplomacy in all interactions.
- Ability to multitask and work in an office environment with excellent organizational skills.
- Ability to be self-motivated, responsible, and work as part of a team.
- Willingness to be flexible, adaptable, and possess the ability to work under pressure.
- Familiarity and ability to understand medical terminology.
- Ability to receive and deliver accurate information using the proper channels of communication.
- Excellent listening, speaking, spelling, and documentation skills.
- Be aware of the matters at hand, exercise good judgment, be able to function under limited supervision, and maintain the standards of conduct.
- Knowledge of basic clerical and business office functions.

Requirements:

- Certified as Medical Office Assistant (CMA) or Medical Office Assistant (MOA)
- 1-3 years of experience working in a medical setting.

- Submit your resume to hr@ncbhs.org