

POSITION OPENING

POSITION: CERTIFIED MEDICAL ASSISTANT	STATUS: FULL TIME
DEPARTMENT: Dubois Office – Dr. Peck	HRS/PAY: 75.0 HRS/PAY
SUPERVISOR: SHELLY YOUNG	JOB GRADE: C-5

RESPONSIBILITIES

A full time CMA position is available at Dr. Peck’s office in Dubois, primarily working dayshift. Individual will be responsible for assisting physicians and advanced practice providers with patient care, clerical, environmental and organizational duties. Responsibilities include scheduling and chart management.

Graduation from an accredited school of Medical Assisting or a recognized practical/vocational Medical Assistant program with **certification** as a Medical Assistant required. **LPN candidates would meet the qualifications of this position but, if interested, would need to recognize that this position involves both clerical and clinical duties. Based on the duties associated with the position, an LPN would be applying for and, if offered the position, accepting it as a Medical Assistant and would be paid at the Job Grade associated with a Certified Medical Assistant.** One to two years experience preferred. Demonstrated ability to take direction and provide flexibility in work duties as needed for quick changes in tasks. Proficient computer skills required. Position requires strong organizational skills with excellent communication and interpersonal skills required due to frequent interactions with physicians, staff, patients, and other customers.

PHYSICAL DEMANDS

Must be able to lift up to 30 lbs. Proper usage of body mechanics required when assisting patients in transfers, walking or dressing.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible
Posting Period: 01/20/2025 – 01/24/2025
Application Deadline: Noon: 01/25/2025