



Liberty House Job Announcement

Certified Medical Assistant

Full-time - 40 hours

Starting at \$18.00 per hour

Excellent benefits package

About Liberty House

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief since 1999. Our successes lead to vital positive social change and we are looking for an experienced Certified Medical Assistant to join our clinic team.

Liberty House provides a range of services for children and their families including a specialized clinic, mental health services and a prevention program. In the clinic, core services include medical check-ups, forensic interviews and family support. Mental health services are provided in Hope & Wellness Services where our highly trained therapists utilize trauma-informed counseling for children and families. Our prevention program provides community education strategies that are shown to decrease child abuse.

Visit www.libertyhousecenter.org to learn more about Liberty House.

Certified Medical Assistant

The Medical Assistant provides support to the Clinical Team in scheduling clients and assisting with Examinations. This position reports to the Chief of Clinical Operations.

Primary Duties

- Assist with confirming appointment and chart creation.
- Take height and weight measurements and vital signs.
- Take clear, concise notes during examination.
- Assist the provider during the examination.
- Request and receive medical records from other providers and partner agencies as needed.
- Communicate by telephone with families, pharmacies, and laboratories on behalf of the Medical Director, Intake Coordinator, and other members of the Clinical Team.
- Schedule X-rays.
- Fill out lab slips and submit in electronic format.
- Follow up on test results.
- Coordinate use of digital camera.
- Process digital photos: download on to computer, burn onto CD, and store.
- Clean the examination room after each examination.
- Keep the examination room organized and stocked, including lab supplies.
- Provide backup support to the Liberty House Intake function.
- Assist with maintenance of the database of suspicious physical injury (Karly's) referrals.

- Perform other duties as assigned.

Requirements

- Certified Medical Assistant credential issued by a recognized accrediting organization.
- At least two years' experience working as a Certified Medical Assistant, preferably in a pediatric clinic.
- Valid Oregon Driver's License and acceptable driving record; proof of automobile insurance; and reliable personal transportation.
- Pass a criminal background, a sex offender registration, and child abuse registry check.
- Interest in Liberty House mission

Other Qualifications

- Fluency in Spanish is helpful but not required.
- Knowledge of child abuse dynamics.
- Skill in telephonic, written, and verbal communication.
- Familiarity with the Microsoft Office suite of tools, including Excel.
- Able and willing to work as a team member with Liberty House and its partner agencies.

To Apply:

Please email a cover letter, application and resume to: HR@libertyhousecenter.org

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled; priority reviews begin October 23, 2019.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.