

**COASTAL HORIZONS CENTER, INC.
JOB ANNOUNCEMENT**

Job Title: Certified Medical Assistant

Hours: Full Time, M-F, Non-Exempt

WHAT of Coastal Horizons Center, Inc., is seeking a qualified Certified Medical Assistant for our school based and clinic operations locations to collaborate with our treatment care professionals.

The Certified Medical Assistant will be responsible for providing direct and indirect patient care under the direction of WHAT's clinical coordinator and medical director by performing specific services for the unique needs of WHAT's adolescent and young adult patient population and coordinating their overall care. They will coordinate medical care, verify insurance(s), coordinate referrals and patient's appointments, and will ensure all related reports; labs and medical information are filed and available in the patient's electronic medical record prior to each appointment. He/she will also dispense prescribed medications as directed by the medical provider. In addition, the Medical Assistant will assist the medical provider with examinations and any minor office procedures.

REQUIRED EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:

- Graduate from an accredited school, with an Associate Degree in Applied Science, and Medical Assistant Certification.
- Special consideration given to those with experience working with pediatric population and substance abuse and/or mental health patients and their human services needs.
- Strong interpersonal and communication skills required; ability to develop and maintain professional boundaries and to interact effectively with patients and staff.
- Knowledge of basic electronic medical record computer skills

Salary: Commensurate with experience, medical/dental insurance, life insurance, LTD disability insurance, retirement savings plan/401K, paid time off programs.

Please mail, fax, or email resume and cover letter to: (no calls please)

Coastal Horizons Center, Inc.

Attn: CMA

615 Shipyard Blvd.

Wilmington, NC. 28412

Fax: 910-790-0189

Email: jobs@coastalhorizons.org