COASTAL HORIZONS CENTER, INC.
JOB ANNOUNCEMENT

Job Title: **CERTIFIED MEDICAL ASSISTANT- Pender County**
Hours: **Full Time, M – F, 8:00 AM – 5:00 PM**

Coastal Horizons Center, Inc., is seeking a qualified, Certified Medical Assistant for our substance use/mental health treatment location in Burgaw, NC., to collaborate with Care Integration Partners and Outpatient Treatment Service professionals.

The Certified Medical Assistant will be responsible for providing medical assistance to individuals served within the primary care clinic and outpatient treatment program. They will coordinate medical care, referrals and patient's appointments. The Medical Assistant 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 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

Hourly Rate: Commensurate based on qualifications/certifications and experience.

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

Coastal Horizons Center, Inc.
615 Shipyard Blvd.
ATTN: CMA-Pender
Wilmington, NC. 28412
Fax: 910-790-0189
Email: jobs@coastalhorizons.org