



Medical Assistant

Location: Albany, Oregon
Reports To: Medical Director
Status: Full-Time (Non-Exempt)

At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice, and helping children and families heal and thrive. Our core services include forensic medical exams and interviews to help identify child maltreatment, trauma counseling and family support services, and prevention and awareness education for the community. We envision a world in which every child has the opportunity to be happy, healthy and safe; parents and caregivers understand the impact of their actions on children; and our community actively and vocally stands up to child abuse and neglect. Join our team to help make a positive impact in a child's life today!

ABC House offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a generous benefits package including 100% employer paid health insurance for the employee, including vision and dental.

Primary Responsibilities

The Medical Assistant is a core member of the child abuse assessment team and is responsible for coordinating the smooth running of medical services at ABC House.

Principle Responsibilities include but are not limited to:

- Facilitate client medical appointments (50%)
 - Assist medical providers during forensic medical exams.
 - Ensure medical exam rooms are well-stocked, functional and hygienic.
 - Ensure all appropriate documentation is provided to child and family for follow-up laboratory testing.
 - Maintain accurate inventory of medical supplies and order supplies as needed.
- Client records management (30%)
 - Responsible for compiling and maintaining patient medical records, both hardcopy and electronic, according to legal privacy requirements and agency policy.
 - Proof read medical documents before final copy for accuracy.
 - Gather additional medical information from primary care physicians, medical centers and other medical providers as needed.
 - Oversee timely distribution of written child abuse assessment reports to multidisciplinary partners.
- Supervise Medical Clerical staff person (20%)
- Other duties as assigned

Skills required include but are not limited to:

- Medical office procedures, HIPAA compliance, and records retention
- Medical research skills
- Strong knowledge of medical terminology

- Ability to work with children and adults in trauma
- Good computer skills, including Microsoft Office suite, databases, and EHRs
- Excellent written and verbal communication skills
- Excellent organizational skills
- Ability to work as part of a team
- Ability to meet deadlines and work in stressful situations

Qualifications:

- Medical training background in such areas as Certified Nursing Assistant, Nurse, Medical Assistant, with at least one year of clinical experience working with patients, doctors, records management and scheduling
- Strong interpersonal skills
- Valid Oregon driver's license and personal transportation
- Ability to pass background check
- Commitment to the Vision, Mission and Purpose of ABC House

Compensation: Dependent upon experience. Excellent benefits package offered, including 100% employer-paid medical, dental and vision insurance for the employee, EAP program, paid holidays and a generous paid time off plan.

To apply: All qualified applicants interested in this position are encouraged to apply by emailing a resume, cover letter and list of three professional references to hr@abchouse.org. Please include "Medical Assistant Application" in the subject line. Position will remain open until filled. No calls please.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.