



Chambers Health, through its outpatient clinic sites, Bayside Clinic in Anahuac and West Chambers Medical Center in Mont Belvieu, is recruiting for a full time Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA). Applicant must possess the ability to multi-task in a fast-paced medical clinic, while maintaining a friendly and positive attitude in all dealings with patients, families, visitors, and co-workers.

**Primary Duties:**

- Room patients.
- Collect and document vital signs, chief complaints, and medical histories.
- Clerical tasks such as phone calls, scanning documents, and data entry.
- Assist with examinations and minor medical procedures.
- Administer oral, topical and injectable (intramuscular, subcutaneous, and intradermal) medications.
- Venipuncture.
- Immunizations.
- Perform EKGs.
- Administer flu, strep, and glucose testing, as well as breathing treatments.
- Provide patient education and other duties as assigned.
- Front entry screening, taking temperatures and conducting brief screening questionnaire.
- Perform COVID-19 testing, including off-site as needed.

**\*Requirements:**

High School Diploma or equivalent.

Completion of medical assistant program and be certified or registered.

Reliable transportation: Occasional travel between Mont Belvieu and Anahuac, when necessary.

Experience with infants, preferred.

Two (2) years' experience working in a Medical Office, preferred.

**Hours: Current clinic hours have changed to 8:00-am - 5:00pm, Monday - Friday.**

Mont Belvieu location will soon switch to extended hours - 40-hour work week with possible varying shifts (7:00am - 7:00pm) Monday through Friday, and some Saturdays.

**Summary of employee benefits:**

- **Health Insurance:** Health insurance is included at no cost to the employee. The Employer currently offers standard coverage through a PPO plan with First Health Network. All deductibles for the employee will be waived if the services are rendered at any Chambers County Public Hospital District No.1 facility.
- **Paid Time Off (PTO):** PTO is accumulated at each bi-weekly payroll in the amount of 8 hours for 0-4.99 years of service, 10 hours for 5-9.99 years of service, and 12 hours for 10+ years of service. The maximum amount of PTO accrual allowed is 400 hours.
- **Retirement Plan:** Employer matches employee contributions at 5% of employee salary to a tax deferred Simple IRA Plan.
- **Vision and Dental Insurance:** Vision and Dental insurances are available to the employee and employee dependent's as a payroll deduction.
- **Life Insurance:** Employer pays life insurance premium for coverage at the annual salary of the employee. Additional coverage is available at employee expense for spouse and/or dependents.
- **Wellness Center at Bayside Membership:** Employees shall receive a membership to the Organization's Wellness Center at Bayside at no cost. All employee dependents are subject to the \$20.00 per month "add on" fee.

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