

MEDICAL ASSISTANT (PART-TIME) - REDMOND, OREGON

BestCare Treatment Services in Redmond, Oregon is recruiting for a Certified Medical Assistant! This is a Part-Time Regular position (24 hours/week) that includes a competitive benefits package, up to FOUR WEEKS of paid time off, NINE recognized holidays, and a retirement account option. Starting pay is \$17.00 - \$22.31/hour DOE.

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in Beautiful Central Oregon, a warm, inviting mountain getaway with a cosmopolitan appeal is what you'll find when you arrive in the friendly town of Bend, Oregon. Majestic snow-capped peaks adorn the high-desert skyline, making for some of the best weather in Oregon – think sun-drenched days and cool nights – along with endless options for plenty of playtime. Playing in the Cascades, hiking, mountain biking, or skiing at Mt. Bachelor are just a few of the outdoor adventures you can find in Central Oregon. Dubbed the “outdoor playground of the West” for a thousand good reason, Bend is world famous for both its outdoor pursuits and pristine beauty.

For a video tour of Central Oregon, take a look at this video:

[The Official Bend Oregon Video by VisitBend.com - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title:	Medical Assistant
Program:	Residential Treatment Program
Program Location:	Klamath Falls or Redmond
Supervisor:	Medical Services Coordinator or Medical Director
Employment Status:	Full Time Regular, Part Time Regular, or On-Call
FLSA Classification:	Non-Exempt

General Duties: The medical assistant will be responsible for residential clients' medication management, routine medical procedures, triage, coordination of care, and to alert the Medical Service Coordinator and/or MD of medical concerns for residential clients

Job Relationships:

- Reports to: Medical Services Coordinator or Medical Director
- Employees Supervised: None

Language: English – written & spoken required; bi-lingual preferred

Education / Licensure: Medical Assistant (MA)

Duties:

1. Manage residential client medications
 - a. Set-up weekly medi planners
 - b. Process new medication orders
 - c. Update Dr. Cloud with med changes
 - d. Make and print out MARS
 - e. Order medications for clients as needed
 - f. Complete medication preauthorization's as needed
 - g. Administer controlled meds and tapers
2. Order and track all weekly routine lab orders
3. Coordinate acupuncture
4. Take and record vital signs/daily weights/blood glucose monitoring/insulin/injections
5. Wound care as delegated by RN
6. Coordinate care with PCP office including;
 - a. Notification letter
 - b. Set-up follow up PCP appointment for after graduation
 - c. Assist with ride/transportation coordination for medical visits
7. Assist with Advantage Dental screenings
8. Triage medical concerns and pass on to RN as indicated
9. Gather health information to complete intake forms with new residential clients including nutritional screenings, health history and standing orders.
10. Review medications with client at discharge and ensure client has adequate supply and understanding of meds.
11. Venipuncture for stat lab orders
12. Review emails and respond as appropriate.

Minimum Requirements:

1. Must possess a current Medical Assistant certification from an accredited program
2. Current First Aid and cardiopulmonary resuscitation (CPR) certification

3. For individuals recovering from the disease of alcoholism and/or from other drug addiction, have maintained continuous sobriety for the immediate past two years at the time of hire
4. Experience taking and recording vital signs
5. The ability to work independently and the skills to be a successful team player
6. Must get along well with coworkers
7. Possesses the ability to network with all resources in order to provide the best customer service possible
8. Proven excellent customer service skills with clients and/or family members seeking help from BCTS
9. Compassion towards individuals with mental illness and substance abuse disorders

Tool and Equipment Used:

Laptop computer, fax machine, scanner, copy machine, telephone, projector, word, excel, outlook and website maintenance.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon and prescribed by the Medical Director.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)