



# PRISM HEALTH

## **JOB POSTING** **Certified Medical Assistant**

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to supporting and empowering all people with or affected by HIV, reduce stigma, and provide the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are hiring an experienced full-time **Certified Medical Assistant** to support providers and provide care to patients at our LGBTQ+ primary health care center, Prism Health, <http://www.prismhealth.org>. Prism Health offers a safe, affirming, and non-judgmental space where all members of the LGBTQ+ community can obtain compassionate and culturally affirming primary care.

The Certified Medical Assistant (CMA) is a multi-skilled professional who assists health care providers to deliver quality health care to the patient. The CMA serves as a liaison between patients and healthcare providers, ensuring excellent patient care at all times. They are expected to conduct themselves with a high degree of professionalism by treating all patients and guests with respect and courtesy. This person should be educated, certified, and trained to perform both administrative and clinical skills in a medical office environment.

This individual will work at Prism Health, in SE Portland. This is a full-time, 1.0 FTE position, which reports to the Nurse Practitioner. Must be available to work from 10:30am-7:00pm, 2-3 nights per week. This is a non-management, union-represented position.

### **REQUIRED QUALIFICATIONS:**

- High school diploma or general education degree, required
- Graduate of an accredited CMA school, required
- Current CMA (AAMA) certification, and must keep certification current, required
- Current CPR certification
- Current phlebotomy certification, and experience with over 100 draws
- 2-3 years of experience working in a healthcare setting, preferably in primary care
- Strong office administrative skills including but not limited to: computer proficiency including Microsoft Office and electronic health records (EHR), operation of office equipment, multi-line telephone line operation, ability to communicate (written and verbal) in English
- Ability to establish and maintain positive, effective working relationships with patients, physicians, employees and the public. Sensitivity to, interest in and competence in cultural differences, HIV/AIDS, minority health, sexual practices, chemical dependency and a demonstrated competence in working with persons of color, and gay/lesbian/bisexual/transgender community.
- Demonstrated ability to serve all patients, specifically the LGBTQ+ community in a non-judgmental and affirming manner, including respect of personal information and correct name and pronoun usage

- Ability to work independently, handle interruptions and to manage multiple priorities
- Strong organizational skills and time management skills
- High degree of accuracy and attention to detail

**PREFERRED QUALIFICATIONS:**

- Experience working with the LGBTQ+ population
- Verbal and written fluency in Spanish
- Experience working with people living with HIV/AIDS and/or knowledge of HIV/AIDS prevention issues
- Experience working with Epic (EHR)
- Successful experience working with ethnic, racial, economic and sexually diverse populations
- Experience working in sexual health, STI testing/prevention/education/outreach, and STI treatments
- Experience working in human/social services
- Successful experience working with ethnic, racial, economic and sexually diverse populations

**Compensation:** \$18.91/per hour (\$39,338 annually); employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

**NOTE: This is a union represented position.**

**Closing Date: Applications will be reviewed on a continuing basis.  
Applications will continue being accepted until the position is filled.**

To apply for this position, mail, email, fax, or deliver the following documents:

- 1) A complete cover letter and resume (attached as Word or pdf) that explicitly addresses how you meet all of the required qualifications.
- 2) A completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:

Cascade AIDS Project  
Certified Medical Assistant  
520 NW Davis St., Suite 215  
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:  
[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

**Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer  
People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to apply.**