



131 Lindblad Ave, Girdwood, AK 99587

[www.girdwoodhealthclinic.org](http://www.girdwoodhealthclinic.org)

## **POSITION ANNOUNCEMENT**

### **CERTIFIED MEDICAL ASSISTANT**

**SUMMARY OF POSITION:** Works under the direction of a qualified nurse and/or licensed mid-level providers. Provides direct support to medical provider, clinic staff and clients of the clinic. Participates in providing patient care under the guidelines of training.

**QUALIFICATIONS:** Graduation from an accredited medical assistant program. Certification as a medical assistant. Current medical assistant certification and BLS a priority. Will consider a candidate with a comparable background who is willing to complete CMA training within the first twelve months of employment. Strong computer background required.

This is a full-time position eligible for accrued Paid Time Off (PTO), health insurance benefits and flexible hours. Employees are expected to be available to work during clinic hours which are Tuesday-Saturday 10:00-6:00.

**HIRING RANGE:** \$17-\$21/hour DOE.

**OPENING DATE:** January 12, 2019

**CLOSING DATE:** Open until filled.

**TO APPLY:** Send a letter of interest and resume to:

Girdwood Health Clinic  
Attn: Hiring personnel  
PO Box 1130  
Girdwood, AK 99587

Or send electronically to: [t.buck@ghcak.org](mailto:t.buck@ghcak.org)