



Kaniksu Health Services

.....providing its communities with affordable and accessible healthcare

Job Posting

Position: Certified Medical Assistant

Kaniksu Health Services, based in Sandpoint, is a federally-qualified community health center, serving the citizens of Bonner and Boundary Counties with clinics in Sandpoint, Ponderay, Priest River, and Bonners Ferry.

We are seeking a dynamic **Certified Medical Assistant or CNA** to join our team. The North Idaho Panhandle is a four-season recreation paradise, with friendly folks, little traffic, an abundance of amenities, and excellent schools. Leave the hustle and bustle of the city behind and come live, work, and play in one of the most beautiful small towns in the northwest!

Job Summary

The **Certified Medical Assistant** is responsible for **providing assistance to the medical provider in the examination and treatment of patients in an outpatient clinical facility.**

Duties and Responsibilities

- Prepares treatment rooms, positions instruments and equipment, and rooms patients.
- Performs delegated patient care and therapeutic measures within the appropriate scope of practice consistent with the clinical assistant's education, training and experience.
- Has a commitment to creating a positive team environment and being a good team member of his/her PCMH team.
- Administers medications, gives injections and applies dressings per KHS policy and procedure for medical assistant.
- Calls in prescriptions, following written Medical Provider orders.
- Fill out laboratory and diagnostic testing requests and makes patient appointments following written Medical Provider orders.
- Performs related work as required, full job description available upon request.

Qualifications

- Minimum graduate of an accredited medical and/or nursing assistant program with a current C.M.A credential.
- Experience in a community health center, public health or a community hospital preferred.
- Possess cognitive skills necessary to understanding medical instructions and identifying problems and offering solutions.
- Possess light typing skills and computer skills.
- Demonstrate accuracy, proficiency, and efficiency.
- Demonstrate effective people skills with the ability to communicate well with patients and families utilizing tact and professionalism.

To apply please send a resume to mforge@kaniksuhealthservices.org. For more information please visit <http://www.kaniksuhealthservices.org>.

Equal Opportunity Employer Minorities/Females/Protected Veteran/Disabled

KHS- Bonners Ferry Clinic 6615 Comanche Street Bonners Ferry, ID 83805 208-267-1718—phone 208-267-9197 - fax	KHS- Sandpoint Clinic 30410 Highway 200 Ponderay, ID 83852 208-263-7101 - phone 208-263-7198 - fax	KHS-Sandpoint Pediatrics 420 N Second Ave Sandpoint, ID 83864 208-265-2242 - phone 208-265-8214 - fax	KHS - Priest River Clinic 6509 Hwy 2 Suite 101 Priest River, ID 83856 208-448-2321—phone 208-448-1317 - fax	KHS Corporate Office 301 Cedar St Suite 206 Sandpoint, ID 83864 208-263-3410 - phone 208/-255-4842 - fax
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Mailing Address: Kaniksu Health Services, PO Box 2160 Sandpoint, ID 83864