



Are you a CMA? Do you know an excellent CMA who is looking for a great place to work? Pediatric Associates of Charlottesville is seeking a full-time Certified Medical Assistant. This position works day time hours, Monday through Friday with occasional/scheduled on-call duties. The ideal candidate will be highly dependable, has a passion for working with children and enjoys working as part of a team.

Job Duties include (but are not limited to):

- Greet and room patients
- Obtain height, weight and vitals
- Talk with patient about reason for visit
- Assist doctor throughout the visit as needed
- Administer injections
- Record and maintain accurate records in electronic medical record system
- Maintain cleanliness of patient room between appointments
- Other duties as assigned

License/Certification:

- Current CMA status is required
- Current BLS Certification is required

Qualifications & Skills

- High School Diploma or equivalent
- 1 year of experience in medical office preferred
- Previous eClinicalWorks (ECW) experience is a plus
- Excellent verbal communication skills
- Able to maintain a high level of confidentiality
- Trustworthy and dependable
- Thrives in a fast-paced environment
- Able to work independently and as part of a team

Pediatric Associates of Charlottesville offers a comprehensive benefit packing including but not limited to: Paid time off, 401(k), health/vision/dental insurance and Life/LTD.

To apply: Download application from company website.

Website: <https://www.charlottesvillepeds.com/employment-opportunities/>

Mail, fax or email completed application to the attention of: HR Manager

Fax: 434-220-7144

Email: saras@charlottesvillepeds.com

Mailing Address: Pediatric Associates of Charlottesville, 1011 E. Jefferson St., Charlottesville, VA 22902

Pediatric Associates of Charlottesville is an Equal Opportunity Employer.