

JOB POSTING

MEDICAL ASSISTANT – MUSKEGON

Clinical Medical Assistant: LifeCircles, a Porter Hills PACE Partnership, is in need of a full-time Medical Assistant to join our innovative geriatric health care program in Muskegon, MI.

The Medical Assistant will be providing clinical and administrative services within the MA scope of practice and certification, assisting LifeCircles Physicians, mid-level professionals, and nurses. Principle duties will include answering telephones, documentation within the medical record, scheduling visits, assisting with orders for services, and assist in coordinating services with contracted providers. Additional duties may include vital signs, laboratory tests, administering immunizations, and assisting in patient care.

Candidates must have a current Medical Assistant Certification from an accredited program and at least one-year experience working with the elderly. Candidates must possess an unrestricted driver's license, have a reliable vehicle with valid insurance coverage and have a safe driving record. CPR certification and updated immunization status is required or will be provided.

Applicants must apply through our website at www.lifecircles-pace.org