



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program4

# Certified Medical Assistant

## Job Information

**Job Type:** Full-Time

**Pay:** \$38,280 per year; **includes state C.O.L.A.**

**Program:** Medical Services Unit

**Location:** Muscogee County

**Posting Date:** 3/16/2023

**Application Deadline:** **Open Until Filled**

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
2100 Comer Ave.  
Columbus, Georgia 31904

**Fax:** (706) 596-5589

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Under general supervision, the candidate will be responsible for: Triaging; Checking vital signs; Rendering injections and PPD tests; Documenting and updating patient charts in the electronic medical records system; Assisting the assigned provider in various capacities; Assisting with other job functions/duties within the clinic.

### Minimum Qualifications:

High school diploma or GED. Must have CMA certification for at least 6 months. Must have 1 year of direct patient care experience.

### Preferred Qualifications:

No preferred qualifications are available at this time.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**