LAC COURTE OREILLES
COMMUNITY HEALTH CENTER
9940 N County Hwy K● Hayward, Wisconsin
54843-2186 Telephone: 715-638-5102
Fax: 715-634-6107
www.lcohc.com/employment

Position: Certified Medical Assistant (CMA)

Location: Lac Courte Oreilles Community Health Center

Salary Range: $21.97 – $25.27

Classification: Full Time/Non-exempt

Posting Date: September 8, 2026

Closing Date: Open Until Filled

Description of position:

Provides essential medical and administrative support for the Health Center's medical providers on a continuous basis. Work activities of the CMA (Certified Medical Assistant) include answering phone calls, collecting samples and analyzing medical tests and preparing examination rooms for patients. Taking patient vital signs, recording vitals in the electronic health record, and ensuring the center is cleaned and properly stocked are also required by the CMA. The CMA is also involved in the processing of medical record information and ensuring patient visit statistics are properly completed for billing and transfer of patients.

Qualifications:

1. Graduate of a Certified school
2. Possess current certification as a Certified Medical Assistant
3. Current Mantoux TB test
4. Have completed Hepatitis B series
5. Ability to work with medical care providers which may include maintaining records, reports and carrying out procedures as designated
6. Possess current certification in CPR.
7. Possess strong writing and oral presentation skills.
8. Valid Driver's License.
9. Vehicle Insurance
10. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
11. Experience in Electronic Health Record, Scheduling programs, and the WI Immunization program. Must have basic computer skills.
12. Must be able to pass a background/caregiver check.
13. Must be able to pass drug testing.

Major Duties and Responsibilities:

1. Ensures all examination areas are set up and ready for patient use and that all rooms are properly stocked with supplies.
2. Rooms patients, establishes patient histories including recording of vital signs.
3. Perform patient evaluation procedures needed to prepare patients for primary care provider.
4. Cleans and sterilizes instruments used in medical procedures in the Health Center's autoclave and maintains record on utilization.
5. Administer shots ordered by a primary care provider.
6. Maintains files of patients due for follow-up visits and sends out letters to patient who fail to make follow-up appointments or who miss appointments.
7. Answers calls and provides patient information based on established procedures of the Health Center.
8. Assists in the implementation of program of Quality Improvement for the Health Center including participation on Health Center committees.
9. Manages the flow of patients within the Health Center including the set-up of trays for specific procedures, ensuring all required forms are completed, and that each patient is routinely monitored while receiving care.
10. Ensures adequate infection control procedures are followed in the Health Center and that all biohazards are handled safely in accordance with Health Center procedures.
11. Assist with the management of controlled medications including review of patient's PDMP and helping patient's complete controlled medication agreements.
12. Participate on the Incident Command Team as assigned by management.
13. Reporting of Adverse Incidents.
14. Performs other duties assigned by the Director of Nursing.
15. Help providers perform and document yearly diabetic assessments.
16. Maintain absolute patient confidentiality.

Supervision and Guidance:

The Certified Medical Assistant will work under the direct supervision of the Director of Nursing with oversight by the Medical Director.

***Applicants for employment with the Health Center must submit with the application and release form additional documents including the following:**

Letter of Interest
Resume
Credentials
Proof of any stated Qualifications
Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Human Resources
9940N County Hwy K
Hayward, WI 54843
(715) 638-5132
healthcenterhr@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American preference will be given to candidates of equal or comparable qualifications.

10/1/2026