Medical Assistant/EMT

WE ARE UNIQUE! ARE YOU??

Are you:

- Wanting to both grow your clinical and administrative skills while learning about international business, maritime health, occupational health, and other engaging topics?
- Looking for a small company where you can make an IMMEDIATE and VALUABLE impact while you both grow your personal and professional skill set?

At SphereMD, our EMTs have taken the clinical skills learned here and grown into advanced clinical roles such as Nurses, Physicians Assistants, and even Doctors. Other EMTs have taken the business skills learned here to advance to roles such as Database Developers, IT System Administrators, Corporate Sales, General Management and Business Owners.

We are a small company, growing like crazy, and we need a dynamic team player to join in our adventure. We are looking for an organized, reliable EMT or MA to provide independent patient triage, occupational health testing, drug screening, direct patient care, coordination of care and of course all the requisite records management.

You must be a licensed EMT, or MA with EMS experience, have excellent written communication and computer skills and be able to effectively maintain business correspondence in addition to working with several database and information systems.

The position is full time, day shift during the weekdays. Please be advised also that scheduled on-call rotations and weekend responsibilities are a part of the work schedule.

Who is SphereMD?

SphereMD offers healthcare services built around the needs of industry. We provide occupational health care, civilian deployment health services, care for seafarers, and other industry specific services. Our impact on our patients and our clients is huge, stretching all over the globe. While doing these amazing things, we've been fortunate to develop a team of caring, intelligent, and fun individuals who enjoy working together.

Job Duties

This position is an integral part of two teams and you will get to experience a variety of cool things in First Aid/ Occupational Health and Patient Care Coordination/Management.

In First Aid and Occupational Health the team staffs a First Aid Station and Occupational Health testing facility for a large industrial work site. These tasks include:
- Administer first aid treatment to sick or injured shipyard employees
- Perform injury follow-ups (check-ins, wound cleanings, etc.)
- Conduct occupational health testing, including Audiology and Respirator fit
- Conduct drug and alcohol testing
- Patient charting, both electronically and in hard charts
- Submit accurate and timely reports, injury, illness and drug screening
- Schedule clinic appointments
- First Aid and Office Supply management

Our Patient Care Coordination team schedules and coordinates medical, dental, and emergency care for crew members aboard ships who are traveling to the U.S., Canada, Mexico, and Panama (with other countries coming soon). We serve all areas remotely from our headquarters in Portland, Oregon.

Our coordination is full-service, meaning our team secures all arrangements including immigration formalities, transportation, appointments, pharmacy, required documentation, and others. Although these services are coordinated remotely you will manage care for a vast array of injuries and illness, ranging from treatment of a common cold to a rare infectious disease.

**What Are We Looking For?**

We are looking for individuals who are energetic and people-centric, highly organized, detail oriented, and able to thrive in an extremely fast paced and often stressful environment. People who can switch from one task to another and prioritize effectively, all while maintaining a friendly professional demeanor. People who are adept at working independently with minimal supervision.

We are looking for individuals who are comfortable receiving, retaining, and documenting complex information. People that strive to learn new things. Above all, we are looking for self-motivated, persistent, and confident people.

**Skills Required**

- Enjoy working with various personalities and cultures
- Pleasant, outgoing personality
- Strong communication (written and verbal) skills
- Strong listening and retention skills
- Ability to manage multiple tasks simultaneously
- Team-oriented, able to work with others to develop a plan / solution
- Ability to utilize traditional office equipment, such as a computer, copier, fax machine, and multi-extension telephones
- Ability to type 50 wpm and familiar with MS Office 360
• Comfortable learning new platforms and databases

Experience Required

• Licensed EMT or licensed MA with prior EMS experience
• EMS and First Aid experience
• 3 years of general office experience (in a medical setting preferred)
• Professional email and written correspondence experience

Skills Preferred

• QuickBooks

Working Conditions

Exposed to industrial noise and a regular flow of people around the office

Pay and Benefits

• Pay is market competitive and commiserate with experience
• Medical (three plan choices) / Dental
• Paid Time Off (PTO)
• Paid Holidays
• 401K
• Cash Balance Plan
• Periodic passes to Adidas and Columbia employee stores
• Fun atmosphere with great team environment

What's Next?

If this opportunity sounds exciting, please send us your resume and cover letter to jobs@spheremdl.com. Thank you, and we look forward to hearing from you!