TO: Any Interested Party
FROM: Kathryn Szewczuk
        Executive Director
DATE: January 14, 2020
RE: Job Opening

Please be advised of the following employment opportunity:

Medical Assistant: Lenawee Community Mental Health Authority is currently recruiting a full-time Medical Assistant. The incumbent will:

- Obtain consumers’ medical information including vital signs, height, weight and AIM;
- Obtain consumers' current health and medications information at time of office visit;
- Document consumers’ medical and health information in electronic medical record;
- Assist with consumer education;
- Complete care coordination letters;
- Carry out additional duties as assigned by supervisor.

The minimum qualifications for this position are:

- Be certified as a Medical Office Assistant or have an Associate’s Degree in Applied Science in Medical Assisting from an accredited program;
- Basic familiarity with routine medical protocol and terminology is required.

Bi-lingual candidates are encouraged to apply.

Resumes and cover letter to:

Personnel
Lenawee Community Mental Health Authority
1040 S. Winter Street, Suite #1022
Adrian MI 49221-3867