

Certified Medical Assistant Position Opening

Unique Opportunity to Join a Holistic Integrative Medical Center!

Aspen Integrative Medical Center has an opening for a part-time or full-time MA employee to join our practice in Flagstaff, Arizona. Our clinic is currently open 9-5 Monday-Thursday and 9-2 on Friday. We are interested in applicants who have personal inclination or experience with naturopathic medicine or no experience and a willingness to assist in a holistic healing environment.

Start Date: October 2022

Our Mission and Vision

Our mission is to foster a healthier community using naturopathic medicine that promotes root cause healing, disease prevention, and optimal wellness. We achieve our mission by providing an individualized patient care approach, unparalleled medical services, and empowering health education. Our clinical offerings consistently evolve to integrate the newest research and cutting-edge therapies with traditional, naturopathic modalities to help our patients feel their best. We are committed to improving the lives of those with any illness and a future where everyone has the freedom to live a healthy life.

About Us

Aspen Integrative Medical Center is an established, full-service cash-based practice in downtown Flagstaff, Arizona with a long reputation of providing high-quality integrative medicine. Flagstaff is a beautiful, progressive, and small-business focused mountain town that deeply values natural medicine. It is a hub for Northern Arizona and its population of approximately 800,000. It sits at an elevation of ~7,000 feet with easy access to year-round outdoor activities including hiking, skiing, and mountain biking. The city is an excellent place to raise a family with diverse options of public/private schools, local restaurants, coffee shops, and culture. In addition the state of Arizona boasts one of the broadest naturopathic physician scopes to diagnose, treat, order, and interpret testing. The scope extends to extensive pharmaceuticals prescribing and injection therapy rights. Northern Arizona has a limited number of NDs and thus the potential for growth is limitless including an opportunity to bring our medicine to nearby rural communities lacking access to naturopathic care.

Aspen uniquely blends cutting-edge and evidence-based therapies while honoring our ancestors with traditional, nature-cure naturopathic modalities. Our clinic culture is focused, warm, and respectful; our staff are very committed and revered by our patients and doctors. Our medical team currently includes Amber Belt, ND, Dan Rubin, ND, Paul Despres, NMD, and Alexandra Mele, ND. Our beautiful office space includes a full-service lab, an advanced IV suite (including ozone therapy, MAH, PRP, Prolotherapy), detoxification suite (ozone and IR sauna), HBOT chamber, and an extensive natural dispensary. Our doctors have full administrative support from our seasoned staff, nurse and medical assistant support, and an advertising team that continues to grow our online presence.

Job Day-To-Day:

- Room patients including vitals, medication and allergy review and brief history of chief complaint for all visits
- Order and keep inventory of all medical supplies and clinical office supplies
- Stock supplies and maintain cleanliness in all treatment rooms, IV room and hyperbaric area
- Prepare treatment rooms, IV room and hyperbaric area for visits, procedures and treatment
- Assist with phone calls and scheduling on an as-needed basis
- Manage patient info and charts
- Assist physicians in performing PE, procedures or treatments
- Assist with lab and imaging orders and follow-up of diagnostic labs and imaging designated by physicians
- Perform phlebotomy, UA, ECG or other tests designated by physicians

- Administer subcutaneous or intramuscular medications
- Monitor and remove IV's
- Perform physiotherapy such as ultrasound, massage or hydrotherapy according to experience level with the modality
- Communicate with physicians clearly and effectively concerning patient needs, clinic flow
- Work alongside a caring staff that prioritizes a positive work culture founded on collaboration, fairness, communication, trust, and support

Job Requirements:

- A certificate of completion from an accredited Medical Assistant Program
- 2+ years of experience as a Medical Assistant (new grads with eagerness to learn still encouraged to apply)
- Completion of the Arizona Naturopathic Medical Board Medical Assistant Application (\$150 compensated by Aspen)
- Active Basic Life Support Certification (if not held currently, compensated by Aspen)
- Strong phlebotomy skills or willingness to learn
- Strong organization skills or experience with managing or assisting management of any clinical operation
- Collaborative team player who has an interest in integrative medicine or with specialty interests that complement our existing medical team
- An empathetic customer-service approach that ensures all patients feel heard and cared for
- Be a motivated, adaptable, and an autonomous team player with the ability to quickly, accurately, and kindly resolve problems that may arise
- Extremely organized with strong attention to detail and direct communication style
- Tech-friendly with the ability to use Mindbody, Fullscript, and CharmEHR. Training will be provided as necessary
- Passion for your personal health, growth, and the wellness of others

Compensation and Benefits:

- Competitive hourly wage with growth potential
- W2 employee with stipend for licensing fees
- Access to full-service lab, advanced IV suite (including ozone therapy, MAH, PRP, Prolotherapy), extensive natural dispensary, ozone sauna, HBOT chamber, and an IR sauna
- Opportunity to be part of a strong group of folks working towards improving the health & wellness of the community

Application Process

- If you are interested in applying, please submit the following to drdespres@aspenmedcenter.com and please write "Your Name - MA Application" in the subject line
 - **Cover letter** that briefly answers these questions:
 - Why do you want this position and what do you hope to learn?
 - What relevant skills and experiences will you bring?
 - What challenges do you face heading into this position and what support do you need to succeed?
 - **Résumé**
 - **Three professional references** with contact information
- We acknowledge that we are describing our ideal candidate for the position and are willing to consider the unique sets of transferrable experiences and skills an applicant may bring or develop and nurture with experience. **Thus we encourage you to apply even if you are not an exact match with the position's qualifications.**
- We believe that a diverse staff is essential to the successful pursuit of our mission. We strive to build a team whose demographics, lived experience, and backgrounds reflect those of our greater community.*

- This position will be posted until filled. We will only consider COMPLETE applications and will review applications as they are received. A complete application includes: a cover letter addressing the questions outlined above, résumé, and three professional references with contact information.

For general questions - contact us at drdespres@aspenmedcenter.com

Our website: www.aspenmedcenter.com

*Aspen Integrative Medical Center is proud to be an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, ability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.