



Medical Assistant-CMA/RMA - Pennsylvania Ave - Ottumwa

Today's Date	03/11/2026
Location	Pennsylvania Ave, Ottumwa, IA
Hours	M-F
Job Type	Full-time

POSITION SUMMARY: Provides primary patient care, patient education, health care maintenance, patient counseling, and normative care services in a team setting to patients at River Hills Community Health Center. Responsibilities include collection of data, administration of medications and treatments, and documentation of care provided. Assists with the planning, development and implementation of health education programs and materials. Nursing care is provided under the guidance and supervision of a registered nurse. Performs all defined services and other related duties in accordance with the mission of River Hills Community Health Center.

DUTIES AND RESPONSIBILITIES:

1. Improve patient outcomes, and deliver quality care within practice areas as assigned. Ensure all clinical care is delivered in a manner that meets or exceeds goals and expectations for clinical outcomes, quality assurance standards, and patient satisfaction.
2. Prepares patient for clinical exam/visit, including the collection of typical patient vital metrics (blood pressure, temperature, height, weight etc.).
3. Assists provider with clinical visit.
4. Promotes attainment of specified goals through care coordination, health education to patients/families, and health care personnel as delegated by the registered nurse.
5. Provides service in a manner that is appropriate for the patient's age; demonstrates knowledge and skills necessary to meet the patient's physical, psychosocial, and educational and safety needs.
6. Ensure all patient EMR and related documentation are maintained current and relevant at all times.
7. Ensure all patient care is conducted consistent within current, relevant standards, as well as state and local laws and regulations, and related professional standards.

8. Demonstrate competency in practice and knowledge of current standards of practice. Maintains credentials and performs current medical practice expectations within established guidelines.
9. Provides care in a manner that respects the patient's rights and choices in a multi-cultural setting.
10. Develops and maintains favorable internal relationships, partnerships with co-workers, including clinic managers, nursing staff, physicians and administrative office staff.
11. Develops and maintains favorable external relationships with vendors and contractors.
12. Ensure all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
13. Uphold and ensure compliance and attention to all corporate policies and procedures as well as the overall mission and values of the organization.
14. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent.

Knowledge, Skills and Abilities:

1. Current Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) certificate.
2. Maintain CEUs for continued active certification
3. Good verbal and written communication skills. Must be able to speak and read the English language.
4. Demonstrated professional commitment to providing services to medically underserved persons
5. Ability to communicate effectively both orally and in writing
6. Computer literate in electronic mail, word processing and Electronic Medical Record (EMR).
7. Certification in Basic Life Support (BLS).

Supervisor: **Clinic Manger**

Deadline

Position will remain open until a pool of qualified applicants is received.

How to Apply

Submit cover letter, resume, and three references to recruiting@riverhillshealth.org

Or mail to:

River Hills CHC

PO Box 458

Ottumwa, Iowa 52501

River Hills Community Health Center offers a competitive wage and full benefit package.