

**Northeastern Center, Inc.**  
**POSITION OPENING**

**Position Title:** Medical Assistant

**Position Type:** Administrative

**Position Location:** Outpatient Facility - Noble County (Kendallville)

**Shift:** 1st Shift

**Full or Part Time Status:** Full Time

**Position Duties:** The Medical Assistant assists nursing and psychiatric staff in the provision of medical and psychiatric services to consumers in the outpatient clinics. The Medical Assistant will also coordinate medical and psychiatric services with other internal and external providers to assure holistic consumer care. Specific clinical functions are detailed below.

**Experience Expectations:** Previous mental health experience preferred

**Education Expectations:** Graduate of a Medical Assisting program accredited by either CAAHEP or ABHES

**Date Position Opened:** 02/16/2022