

**JOB OPENING
PLEASE POST**

**MEDICAL ASSISTANT
FULL-TIME
PORTAGE COUNTY**

5982 Rhodes Road
Kent, Ohio 44240
330-673-1347
800-673-1347
Fax 330-678-3677

Coleman Professional Services (CPS) is a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs to foster recovery, build independence, and change destinies for individuals, families, and businesses in our community. We are seeking a Medical Assistant to work in Portage County. Duties include:

- Complete medication prior authorizations
- Call in refills as appropriate and as by psychiatrist
- Obtain patient histories and vital signs as instructed

This position is **Monday – Friday** and **day shift**. Must have a medical assistant certification.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit the e3 Home Page. On the right side is an "External Links" section. Under there, select "Current Job Openings." Browse to find the desired position and complete an employment application.

***ALSO NOTIFY THE HR RECRUITER OR GENERALIST BELOW
THAT YOU ARE APPLYING FOR THIS POSITION***

For questions contact Melissa Mitchell, HR&C Specialist

Email: melissa.mitchell@colemanservices.org

Phone: 330.548.0131

Posting Date: April 12, 2019

*An Equal Opportunity
Employer and Service
Provider*

*In association with
Portage, Medina and
Stark County
Community Mental
Health Boards*

*Accredited by CARF,
the Commission on
Accreditation of
Rehabilitation Facilities*