# SEQUOIA JOB DESCRIPTIONS

Medical Assistant

SEQUOIA
Integrative Medical Services

Sequoia Integrative Medical Services is seeking a dedicated and adaptable Medical Assistant to support our growing mobile medical group. In this role, you'll work with NPs and providers to deliver high-quality care to patients in assisted living communities across Wisconsin. This care includes Medicare Annual Wellness Visits (AWVs), phlebotomy, and cognitive screenings.

**JOB TITLE:** Geriatric Medical Assistant

**JOB LOCATION**: Traveling within Wisconsin (mileage reimbursed / gas card)

**JOB TYPE**: Full-time, on-site

**BENEFITS**: Varies based on FT or PT, health insurance stipend, travel reimbursement (gas card), PTO

## IF YOU ARE THE KIND OF PERSON WHO...

- Feels fulfilled helping seniors feel seen, respected, and well cared for
- Is passionate about preventive healthcare
- Loves being part of a growing team that meets patients where they are
- Values being trusted by both patients & providers
- Believes that healthcare should be personal, organized, and rooted in compassion

*If that sounds like you, we'd love to meet you.*

## YOU'LL LOVE THIS ROLE IF YOU ENJOY:

- Being part of a meaningful mission serving aging adults
- Building real connections with patients and staff across multiple care sites
- Working independently in the field while feeling supported by a tight-knit team
- Knowing that your work directly supports better outcomes and early detection
- Listening to a great podcast or playlist while traveling!

## KEY RESPONSIBILITIES:

- Conduct & document Medicare Annual Wellness Visits in alignment with CMS guidelines
- Perform phlebotomy & specimen collection in accordance with CLIA & OSHA guidelines
- Administer cognitive evaluations to assess mental processing and memory
- Accurately collect and record vitals, medication lists, and patient histories
- Educate patients on preventive services & follow-up care
- Travel daily to various assisted living facilities (travel stipend / gas card included)
- Maintain mobile equipment & supplies, ensuring readiness and cleanliness
- Collaborate closely with nurse practitioners, providers, and Sequoia's care team
- Ensure documentation is HIPAA-compliant and meets safety & infection control protocols

## WHAT YOU BRING:

- Certified/Registered Medical Assistant (CMA or RMA) or equivalent experience
- Phlebotomy certification or demonstrated experience with blood draws
- Prior experience assisting with Annual Wellness Visits or cognitive screening (preferred)
- Familiarity with EMRs and mobile charting tools
- Strong interpersonal and documentation skills
- Reliable transportation and comfort traveling between sites daily
- A compassionate, flexible mindset and a deep respect for geriatric care

## BONUS IF YOU HAVE:

- Knowledge of Medicare guidelines or preventive care protocols
- Bilingual skills

## WHAT SEQUOIA OFFERS:

- Competitive pay based on experience
- Paid training in geriatric and preventive care
- Supportive and mission-driven work culture
- Ongoing education and room for career growth
- Travel stipend/mileage reimbursement/gas card
- Uniform allowance
- Health insurance stipend (multiple plan options)
- 80 hours of PTO after 90 days of employment

If you're looking for more than just a job — and want to be part of a company that values people over paperwork — this is your sign. Apply today, and help us bring compassionate care to the communities we serve.

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility document form upon hire.*