



## Medical Assistant Apprenticeship Program – *Begin your Pathway to a Health Care Career Today!*

### About the Program



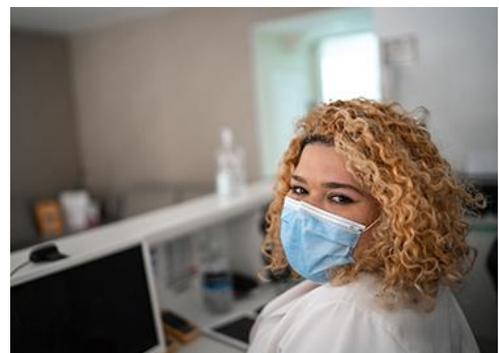
Medical assistants are valued members of our patient-centered medical home teams and perform both clinical and administrative duties within an integrated model of care. Our nine-month apprenticeship program prepares entry-level medical assistants to support our Primary Care Providers or Specialists in one of our 5 locations throughout Cape Cod, while they continue to work at CHC in a matched role with current skills and experience.

The training combines a self-paced online accredited education program and practical clinical experience here at Community Health Center. We are also partnering with established training programs here on Cape Cod. Maintaining a consistent and reliable attendance record in your position at CHC will be required.

After completing the program, students will earn a Medical Assisting Certificate and have the knowledge, skills and experience needed to take the national exam to earn a Certified Medical Assistant credential.

### Community Health Center's Investment

The apprenticeship program is just one way Community Health Center seeks to meet future workforce challenges and invest in its employees. We will pay the program tuition as well as the employee's current salary and benefits throughout the Program. Upon successful completion of the nine-month program, there will be an additional increase. Community Health Center will facilitate and pay for the NHA testing and once the certification exam is passed, participants will receive an upgrade in title and an increase in pay to reflect their new credential, commensurate with experience and specialty. In return, apprentices commit to staying with Community Health Center for two years beyond the externship as a full-time Medical Assistant.



## Application Requirements

- Online application through Paycom, our ATS system

All applicants to the CHC MA Apprenticeship Program must meet the following basic requirements:

- 18 years of age or older
- High School Diploma or equivalent
- Ability to pass a background check
- CNA, EMT experience coursework or training strongly preferred
- Current CHC employees in good standing seeking a clinical career pathway

## Application Materials Checklist

- Online Application through Paycom, our ATS system
- Resume
- Personal Statement (350 words or less)
- Recommendations (1 Required)

Resume:

Your submission should include the following information, as applicable:

- Work History (including employer, position title, and dates of employment)
- Involvement with volunteer, community, and/or diversity-related activities including the organization, position title, and dates of service
- Education (including school, degree, dates of attendance)
- Honors, awards
- Skills or relevant qualities (languages spoken, computer programs, etc.)

Personal Statement (350 words or less):

- Community Health Center's Apprenticeship Program desires individuals who are mission-driven and have a passion to help others as well as a vision to succeed in health care. This field requires flexibility, adaptability, and perseverance. In your personal statement, please explain why you think you would be successful in this program. Please include your personal and career goals.

**To learn more about Community Health Center's MA Apprenticeship Program, please contact Chief Human Resources Officer Joanne Mazar at [jmazar@chcofcapecod.org](mailto:jmazar@chcofcapecod.org), or (508) 477-7090, ext. 1141.**