



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: MEDICAL ASSISTANT

SUPERVISOR: REGISTERED NURSE

OPEN: OPEN UNTIL FILLED

SALARY: \$17.00-\$20.00 HOURLY 1FTE

REPRESENTATIVE DUTIES INCLUDE: The Medical Assistant duties include administrative functions such as answering phones, greeting patients, processing patient medical records in the EHR/RPMS computer systems, scheduling appointments, coordination of consultations and referrals for hospitalization, specialty care, labs/x-rays, etc appointments. Clinic support duties include taking medical histories, recording vital signs, assisting during examination, collection/ preparation of lab specimens, drawing blood, taking electrocardiograms, removing sutures, etc.

MINIMUM QUALIFICATIONS:

1. High School diploma or a GED required.
2. Must be currently credentialed as a Certified Medical Assistant (CMA).
3. A minimum of three (3) years' experience of clinical duties is required, preferably in a clinical practice setting including pediatrics, assisting minor procedures, immunization administration, injections and medications or equivalent work.
4. Must have working knowledge and be proficient in Electronic Health Records.
5. CPR and FIRST AID required at time of hire

APPLICATION INSTRUCTIONS

1. Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED
2. Cover letter

NOTE: Resumes are only accepted in support of the application.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M Open until filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

10/11/2016