



# 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:** CLINIC HEALTH DIRECTOR

**OPEN:** OPEN UNTIL FILLED **SALARY:** \$28.00 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** The Medical Assistant supports providers by gathering vital information and tools required to deliver quality care to patients. Medical assistants are responsible for documentation and communication in the medical record, as well as assisting in patient care. Communicates with patients, pharmacies, providers, specialists, laboratory and other patient care team members and enters documentation in the electronic health record, Resource and Patient Management System (RPMS) as appropriate. Participates as in team-based care that is patient-centered. This includes pre-visit preparation for preventive screenings and immunizations, tracking labs, imaging, and specialty care visit results as well as participation in the daily team huddles, care coordination and quality improvement activities.

### **MINIMUM QUALIFICATIONS:**

1. High School diploma or a GED (required)
  2. Must be currently credentialed in Washington State as a Certified Medical Assistant (CMA).
  3. A minimum of one-year experience of clinical duties is required, preferably in a clinical primary practice setting including pediatrics, assisting minor procedures, immunization administration, injections and medications or equivalent work (required).
  4. Must have working knowledge and be proficient in Electronic Health Records.
  5. Must be able to work in a team environment and be able to work varied hours when necessary to accomplish the goals of the department.
  6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
  7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
  8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
- ***Generous benefit package includes Annual leave, Sick leave, paid holidays Per Personnel Policy; employer paid medical, dental, vision, life, long-term disability and ADD insurance; 401K plan; Employee Assistance Program.***

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.**

**MUST RECEIVE APPLICATIONS: 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: \_\_\_\_\_

6/16/2022