



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: MEDICAL ASSISTANT

SUPERVISOR: HEALTH DIRECTOR

SALARY RANGE: \$28.00 HOURLY 1FTE

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES:

1. 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.
2. 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.
3. Fully supports all patient visits by greeting and rooming patients, assessing visit information for provider use, completing full vitals, as well as prepare and assist with all visit types, needed screenings and immunizations, and are knowledgeable of other visit protocols such as sports physicals and well child exams.
4. Orders supplies and other items as directed following clinic protocols which includes communication with Health Department staff, tracking and auditing of orders and problem-solving as needed for emergent supply needs.
5. Collects, labels and processes laboratory specimens ensuring that required forms are completed and documentation in RPMS is entered in a timely and accurate manner.
6. Administers immunizations or other therapeutic agents as ordered by the provider.
7. Performs 12-lead ECG as ordered by the provider.
8. Provides patient education.
9. Works under the direction of a provider to deliver care based on visit type and standing orders.

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. Must have a valid driver's license and be eligible for the Tribe's automobile insurance.
 7. Candidate have an understanding of and sensitivity to the particular problems faced by the Native American community (preferred).
 8. Possession of a valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment.
 9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete finger print background investigation, including relevant criminal history, prior to employment.
 10. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required
- *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*

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

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

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____