



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**INTERNAL & EXTERNAL JOB POSTING**

<b>POSITION:</b>	<b>MEDICAL ASSISTANT</b>
<b>POSTING DATE:</b>	<b>September 9, 2019</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$13.17/HOUR</b>
<b>STATUS:</b>	<b>FULL-TIME, NON-EXEMPT</b>
<p><b>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.</b></p> <p><b>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT <a href="http://WWW.TRIHCI.ORG">WWW.TRIHCI.ORG</a></b></p> <p><b>PLEASE SEND COMPLETED APPLICATIONS TO <a href="mailto:HUMAN.RESOURCES@CRIHB.ORG">HUMAN.RESOURCES@CRIHB.ORG</a></b></p>	
<p>IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.</p>	



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## POSITION DESCRIPTION

### MEDICAL ASSISTANT

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**Reports To:** Director of Nursing (DON)

**FLSA Status:** Non-Exempt

**Revision Date:** October 5, 2016

**Prepared By:** Human Resources

**Salary Grade:** DOE

**Board Approval:** October 5, 2016

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#### Position Summary:

Under the direction of the Director of Nursing (DON), the Medical Assistant assists licensed medical staff in performing a wide variety of paraprofessional nursing care duties of moderate difficulty in a clinical setting provides medical records assistance in compliance with policies and procedures; carries out the routine delivery of direct patient care services; and/or reception duties as assigned. The Medical Assistant must be able to communicate well and be able to establish rapport with patient and their families. He/she must be sensitive to the needs of the Native American community; its cultures, traditions, and values. The Medical Assistant must be familiar with the goals and objectives of the Health Center, also maintains genuine enthusiasm for the success of TRIHCI's health programs and consequently exercises a strong sense of stewardship in developing and maintaining community relations.

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#### Essential Duties and Responsibilities:

1. Assists the clinical staff with daily patient flow;
2. At each patient visit, obtains the following information prior to the provider seeing the patient: height, weight, temperature, pulse, respiration, blood pressure, chief complaint, head circumference on children three (3) and under, and plots information on pediatric growth chart or patient chart as appropriate;
3. Administers intramuscular, intradermal, and subcutaneous injections, as ordered by provider;
4. Administers medication orally, sublingually, topically, vaginally or rectally, or by providing a single dose to a patient for immediate self-administration, or by inhalation to adults and children;
5. Performs skin tests;
6. Collects and prepares lab specimens, including urine, sputum, semen, stool, and blood;
7. Performs skin puncture for the purpose of collecting samples of blood;
8. Performs electrocardiogram tests;
9. Removes sutures or staples from superficial incisions or lacerations;
10. Performs ear lavage to remove impacted cerumen;
11. Applies and removes bandages and dressings;
12. Remove casts, splints and other external devices;
13. Selects and adjusts crutches to patient and instruct patient in proper use of crutches;
14. Ensures pertinent lab/x-ray, consultations, or hospital reports are in the medical record/EHR prior to provider visit;
15. Assists provider with patient examination as needed;
16. Insures that exam rooms are cleaned in between patients;
17. Stocks exam rooms as appropriate;

18. Assists in the sterilization and autoclaving of medical instruments and is able to perform biological spore testing;
  19. Answers phones, greets patients, and schedules appointments;
  20. Phones in prescription refills throughout the day as the providers approve them;
  21. Calls patients to let them know medications are ready to be picked up;
  22. Checks crash cart and emergency equipment routinely;
  23. Checks the medical refrigerator/ freezer temperature daily and records in log;
  24. Checks equipment (Hemoglobin and Glucose) daily, and records in log;
  25. Follows all Universal Precaution Protocols;
  26. Changes biohazard bags in exam rooms at the end of each day and places them in designated areas;
  27. Reports any unsafe equipment or findings to supervisor or appropriate person;
  28. Assists in ordering supplies;
  29. Participate in all required staff meetings including any necessary trainings;
  30. Participate in annual training through EZIZ re: VFC (Vaccines for Children);
  31. Perform general office duties or other responsibilities as needed and assigned.
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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, and Abilities**

1. Knowledge of: medical terminology; medical processes, and medical procedures sufficient to perform routine patient care.
2. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
3. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
4. Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
5. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office setting, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must be familiar with entering data into a healthcare database program (EHR).
7. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
8. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
9. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
10. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
11. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
12. Possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
13. Possess knowledge of federal, state and local laws and regulations governing public health, principles of mental health. Laws and regulations relating to the practice of medicine and nursing.

14. Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems, child growth, and development.

### **Education and/or Experience**

1. A high school diploma or general education degree (GED).
2. Medical Assistant (MA) Certification

### **Certificates, Licenses, Registrations**

1. Possess a current California driver's license, and be insurable with the Tule River Indian Health Center, Inc. insurance agency.
2. First Aid/CPR at BCLS level.
3. Current certification to administer injections.

### **Preferred Qualifications and Contingencies**

1. PALS certification preferred.
2. One or more years paid work experience as a Medical Assistant.

Hiring preference is given to qualified American Indians in accordance with the Indian Preference Act (title 25, U.S. code § 472 & 473). Applicants claiming Native American/ Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Native American/ Indian heritage.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Medical Assistant will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Medical Assistant is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Medical Assistant will move throughout the health center to meet with supervisors and co-workers, but maintains direct patient/client contact. Consequently, the Medical Assistant must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs. repeatedly and up to 45 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
6. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc., and moving equipment and medical supplies.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

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**Disclaimer:**

*This position description lists the major duties and requirements for the Medical Assistant position as established by subject-matter experts and the Human Resources Department at the time of this document’s creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Medical Assistant. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (Print)
Employee Signature
Date