

POSITION DESCRIPTION

Title: Medical Assistant

Reports To: Clinic Supervisor

Location: Happy Camp Clinic

Salary: \$10.00 - \$12.00, depending on experience

Summary: The Medical Assistant shall work under the direct supervision of the Clinic Supervisor to provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory tests. Shall document in accordance with the established PCC policy. Shall provide assistance with special patient educational programs. Shall work as a team member and comply with JCAHO/AAAHHC standards. Shall have knowledge of and understand clinic policy and procedures.

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Competently provides medical and nursing support services, which include phlebotomy, injections, and brief assessments such as vital signs, height and weight and reason for visit.
2. Accurately documents using approved PCC policy.
3. Diligently under supervision performs CLIA waived laboratory test.
4. Appropriately provides assistance with special patient educational programs.
5. Courteously works as a team member and comply with JCAHO/AAAHHC standards.
6. Adequately assists in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
7. Appropriately assists the Clinic Physician and the Family Nurse Practitioner as necessary.
8. Capably and appropriately demonstrates sterilization and infection control procedures, including documentation.
9. Cooperatively participates in cross training both to learn and teach in other clinical duties

including but not limited to sterilization, tele-medicine, and lab responsibilities.

10. Is readily available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
11. Is courteous in accepting other job related duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have verification of Medical Assistant proficiency and training. Two years experience as Medical Assistant or CNA, certification in Phlebotomy, and State of California Certification in HIV Pre/Post Test Counseling are preferred. Applicants who are certified as an EMT II will receive preference in hiring.
3. Must become certified and remain current in infant, child and adult CPR.
4. Must possess valid driver's license, good driving record, proof of insurance and reliable transportation. Must be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: March 13, 2003/Revised March 24, 2005/Revised May 30, 2008

Chairman's Signature: _____

Employee's Signature: _____