

# **JOB ANNOUNCEMENT**

**POSITION: Medical Assistant**  
**PROGRAM: Medical**  
**SUPERVISOR: Medical Director**  
**SALARY: \$19.23 - \$22.38 per hour (Grade 17 – 20, Step 01)**  
**LOCATION: Owyhee Nevada**

**OPENS: November 28, 2023      CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

## **Special Considerations:**

**The incumbent is a healthcare professional who assists patients with various health care needs, under the direct supervision of a licensed nurse or medical provider. Because of the sensitive and trusted nature of this position, the MA is subject to initial, for cause, and suspicion less (random) drug/alcohol testing and background check. This individual works in patient situations requiring mental alertness and in the course of their employment regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.**

## **SUMMARY OF FUNCTIONS:**

Incumbent is a member of the health care team and serves as a Medical Assistant (MA) providing services to patients in the Out-patient Clinic. The MA works under the direction of a licensed medical doctor or doctor of osteopathy. The incumbent is competency tested prior to providing direct patient care.

## **SPECIFIC DUTIES of an MA:**

1. Collects data related to health status by recording and reporting basic objective and subjective data such as vital signs, height, weight, temperature, pulse, blood pressure, respirations, pulse oximetry, head circumference and the reason for the appointment (Chief Complaint).
2. Observes for changes in health status including signs and symptoms or deviations from normal health status with consideration of age specific needs. Reports abnormal findings to a licensed nurse and/or physician.
3. Maintains strict patient confidentiality at all time.
4. Ensures a safe, hazard free and private environment for patient care.
5. Documents patient clinical indicators within the MA scope of practice.
6. Seeks guidance from a licensed nurse or medical provider as necessary to complete patient assignment.
7. Performs CPR when necessary. Checks the code board daily for assignment.
8. Follows principles of asepsis and infection control.
9. Cleans and sanitizes clinic rooms and medical equipment.
10. Works effectively as a team member in the delivery of care and assists with orientation of new staff as directed.
11. Maintains good working relations among all clinic personnel and other facility employees through appropriate communications.
12. Complies with departmental standards regarding appearance, work performance, punctuality and dependability.
13. Work is performed on a regularly assigned basis to provide continuity of patient care and services during regular Monday to Friday clinic hours. During disaster and emergency situations staff may be subject to recall to duty.
14. Answers the phone, requests and faxes reports as directed.
15. Prints clinic schedule and updates the schedule throughout the day.
16. Enters immunizations into the WebIZ and prints updates.
17. Prints a WebIZ for all pediatric patients and adult patients on request.
18. Prints a diabetic summary for all diabetic patients.
19. Coordinates with the scheduler to ensure no-show appointment slots are filled with patients who are waiting or are on the call-back list.
20. Completes Travel Authorizations and arranges for a GSA as directed by supervisor.
21. Assists with rooming patients to maintain clinic schedule.
22. Performs EKG testing per medical provider order.
23. Assists with managing the Vaccine for Children Program and ensures compliance with all aspects of program compliance.
24. Performs monthly immunization QA by printing Immunizations Due Report. Sends out-reach letters with education to parents.
25. Sends patient "No show" letters requesting the patient reschedule their appointment.
26. Attends and participates in nursing department meetings.
27. Prints pre-ordered labs as directed.

28. Prints patient orders as directed.
29. Maintains clinic files.
30. May be required to perform other tasks within incumbent's scope of practice, at the request of, and to assist, other clinic staff including medical doctor (MD), doctor of osteopathy (DO), Advanced Practice Registered Nurse (APRN / NP), Nursing Administrator or other delegate as assigned by Medical Director.
31. Performs other related duties as assigned by immediate supervisor.

**ADDITIONAL MA DUTIES PER NEVADA AAMA SCOPE OF SERVICE:**

1. Explain treatment procedures, medications, diets and physician's instructions to patients.
2. Help physicians' examine and treat patients, handing them instruments and supplies or performing such tasks as giving injections and removing sutures.
3. Change wound dressings.
4. Administer immunizations, PPDs, and single dose medications by IM, SQ, Intradermal, or nasal route per policy and procedure.
5. May monitor an established IV.
6. Participates in emergency care following ACLS and PALS protocols within SOS.
7. Screens and assesses patients prioritizing by established protocols and guidelines.
8. Evaluates information to determine compliance with standards using relevant information and individual judgement to determine whether events or processes comply with laws, regulations, or standards.
9. May preform phlebotomy if Lab staff require assistance.

**EDUCATION & WORK EXPERIENCE REQUIRED:**

Must have a high school diploma or GED equivalent.

Knowledge of a variety of standard assignments as required by a Medical Assistant's appropriate training, education and work experience that demonstrated skill sufficient to resolve recurring problems in carrying out patient care.

An active MA certification from a State, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States in good standing is preferred. CPR certification is required, AHA BLS preferred. Experience with direct patient care is preferred.

The State of Nevada does not require an MA to be certified, although certification is desirable. If the incumbent is not certified, at least one year of clinical experience working under the direction of a licensed medical doctor and/or documented proof of completion of an MA program is preferred. Willingness to certify for ACLS and PALS is expected.

Knowledge and skill sufficient to use a body of standardized patient care procedures for outpatient and inpatient care and other supporting procedures such as patient charting for the purpose of understanding and carrying out patient care.

Knowledge and skill sufficient to use equipment, medications, and applies in diagnostic and treatment procedures that support nursing care of patients for the purpose of communicating with nurses, medical staff, and family members.

Knowledge of standard medical terminology for the human body, physical and emotional reactions, nursing care, pharmacology, and contraindication to medications and skill sufficient to

provide and gather information in patient care and family conferences with nurses, doctors, patients, and family members.

Knowledge of, and skill sufficient to observe the patient's physical (heartbeat, respiration) and emotional (fear of medication) reactions to care, medications, and equipment assisted care for the purpose of communicating reactions to the nursing and medical staff and recording reactions in the patient's record and for the nursing care plan.

Practical knowledge of the physical, emotional, spiritual, and socio-cultural aspects of patient behavior, and skill sufficient to understand motivations and reactions for the purpose of promoting interpersonal relations with patients and family members.

An understanding of diseases and illnesses and skill sufficient to teach patients self-care and to impress upon patients and family members the necessity to continue the procedures as proper health care.

Ability to work with all age categories to include infant and geriatric patients, age specific criteria must be adhered to.

Knowledge of the health record aspects of patient care/services, and the ability to accurately and completely document data in the EHR.

#### **OTHER FACTORS INFLUENCING POSITION:**

**Physical Demands:** Work requires walking, standing, bending, and some lifting in order to assist patients out of wheelchairs, and onto or off exam tables, or stretchers.

**Work Environment:** Work is performed in the Out-patient Clinic, where there is exposure to contagious disease. Some degree of risk is involved with working with emotional disturbed and/or inebriated patients.