



## SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

# JOB DESCRIPTION

## Certified Medical Assistant

### **Job Summary:**

Under supervision, performs paraprofessional-level health care duties in the Tribe's Health Clinic

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Obtains laboratory specimens, processes and prepares for transport. Ability to perform venous and capillary blood withdrawal.
- Demonstrates ability to screen patient phone calls; refers and responds appropriately. Identifies patients; needs, schedules patient appointments as appropriate and refer patients to health care professional, when necessary. Determines urgency and prioritizes according to clinical guidelines.
- Collects and records measurements and vital signs; interviews patients for medical, dietary and social history, including health risk factors.
- Provides basic health and nutrition information to patients as well as referrals to health care services and available resources.
- Cleans, stocks and sets up patient examination rooms and sterilizes examination equipment.
- Orders, inventories, monitors and maintains clinical and laboratory supplies.
- Maintains documents and processes medical records.
- Collects and maintains laboratory records and data for research studies and program management.
- Administer medications in a safe and knowledgeable manner following appropriate policies/procedures.
- Demonstrates comprehensive knowledge, skill, and judgment within area of specialty.
- Practices within parameters of license and demonstrates accountability of own professional conduct.
- Assists provider in all aspects of patient care as needed.
- Maintain the privacy and confidentiality of all protected health information in accordance with the Division's Policies and Procedures, and in compliance with state and federal regulations.

- Ability to operate MIT HWC radiology equipment and software. Able to perform general positioning, x-ray and processing.
- Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **OTHER DUTIES**

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#### **WORKING CONDITIONS:**

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is continuously required to hear. The employee is frequently required to sit, stand, walk and talk. The employee is occasionally required to drive a motor vehicle, reach with hands arms and use hands to finger, handle, or feel objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The noise level in the work environment is moderately quiet.

**Supervision:** Medical Director

#### **KNOWLEDGE AND SKILLS (Entry Requirements)**

##### **Knowledge of:**

- Basic Pharmacology
- Medical terminology and clinical procedures
- Human systems, including basic anatomy, physiology, biology, human growth and development
- CDC, OSHA, and medical safety standards
- Basic computer skills
- Behaviors and practices to achieve and maintain good health
- Health care maintenance and prevention, and universal precautions
- Medical record-keeping procedures

**Skills in:**

- Communication skills (oral and written)
- Problem-solving and client interviewing
- Documentation and medical record charting
- Patient assessment
- Basic mathematics
- Working with diverse populations
- Developing and maintaining positive interpersonal relations in dealing with fellow employees, supervisors, administration and providers
- Front office duties to include phone skills, mail handling, filing and scheduling
- Performing a number of tasks simultaneously
- Working as a part of a multidisciplinary team
- Meeting deadlines and working under time constraints

**MINIMUM REQUIREMENTS:**

- Graduation from an accredited Medical Assistant program with current license in State of Washington and two (2) years experience in and ambulatory setting.
- Washington State Certification as a Medical Assistant is required at the time of appointment or at a time set by the Tribe.
- Must be CPR certified.

**Approvals:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_