



Job Title: Certified Medical Assistant
Department: didg^wálič Wellness Center - Swinomish Development Authority

Summary:

The didg^wálič Wellness Center is looking for a professional Certified Medical Assistant (CMA) to come join an integrated care clinic that combines primary care, behavioral health, and opiate treatment under one roof. This position will include a variety of technical, administrative, and patient care services under the supervision of the Clinical Nursing Supervisor. The CMA will interview patients, assist in examination and treatment, draw and collect blood samples, and conduct urinalysis screening of patients.

Essential Duties and Responsibilities of the Certified Medical Assistant:

- Verifies and corrects patient information by interviewing the patient and recording their medical history. Verifies records and converses with patient to allay fear of procedure.
- Takes vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information in the patients' Electronic Health Record.
- Assists in examination and treatment of patients, performing miscellaneous delegated duties under the direction of the provider.
- Maintains and cleans examination rooms. Prepares rooms for provider's examination of patients. Cleans and sterilizes instruments.
- Inventories and orders medical supplies and materials.
- Operates electrocardiograph (EKG), and other equipment to administer routine diagnostic tests or coordinates referrals to schedule patients for additional testing as necessary.
- Gives injections or treatments and performs routine laboratory tests. Performs screening tests and reports results. Dresses wounds and incisions.
- Obtains authorizations for medications as needed.
- Routinely draws blood from patients and prepares specimens for screening, analysis, or other medical purposes.
- Observes collection of urine samples from clients of the same gender in accordance with established procedures for substance abuse testing protocol.
- Monitors and tracks process of drug control testing while adhering to strict confidentiality.
- Adheres strictly to chain of custody in handling collection, samples, and information to ensure accuracy and consistency.
- Maintains records electronically and in patient Electronic Health Record of blood, urine, and/or other test submissions. Updates client data as necessary to ensure accuracy.
- Completes and files all requisite paperwork and documentation accurately and in a timely fashion.



- Maintains high standards of ethical and professional conduct and adheres to all didg^wálič Wellness Center personnel policies.
- Cross-trained to assist staff with all other duties when available.
- Performs all other duties as assigned by the Clinical Nursing Supervisor.

Education and Experience:

- Must be a Licensed CMA in good standing with the State of Washington.
- Three years' experience of professional work as an MA and strong phlebotomy experience is required.
- Previous substance abuse treatment and/or primary care experience strongly preferred.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

Required Knowledge, Skills and Abilities:

- Knowledge of the current medical practices in primary care, mental health and addiction medicine.
- Knowledge of substance use disorder and its effects on individuals, families, and communities is required.
- In-depth knowledge of Electronic Health Records (EHRs) and health-related computer software applications.
- Strong computer and software experience using MS Office products.
- Typing skill of 60 words per minute is required.
- Ability to work in a cross-culture environment, understands the social and cultural context of the patients at the didg^wálič Wellness Center. Understanding the role of trauma, historical, community, family, and personal in wellness and recovery.
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must conduct self ethically and professionally at all times.
- The ability to communicate effectively with patients and their families, to organize schedules and files are essential.
- Applicants shall conduct themselves ethically and professionally at all times, adhering to the agency Code of Ethics.
- Applicants must be of the conviction that substance use disorder is a treatable illness and constitutes a public health problem.
- Must pass extensive criminal background check and pre-employment drug screening.

Please provide a cover letter and resume by email to: egross@swinomish.nsn.us