

## JOB OPENING ANNOUNCEMENT

(Extended)

**Job Title:** Medical Assistant

**Report To:** Registered Nurse

**Department:** Medical Clinic

**Job Vacancy:** YAN-20-047

**Status:** Full-Time; Non-Exempt (Temporary)

**Starting Wage:** \$14.42 per hour

**Opening Date:** 12-07-2020

**Closing Date:** 03-26-2021

### **POSITION DESCRIPTION:**

The Medical Assistant is a multi-skilled health professional who will work interdependently with other health care professionals to provide quality health care to the patient.

### **QUALIFICATIONS:**

- Requires a High School Diploma and National Medical Assistant Certificate.
- Knowledge of Medical Terminology.
- 3 + years of experience in a related field.
- Familiar with standard concepts, practices, and procedures within a Medical Clinic setting.
- Experience working in an outpatient setting – Family Medicine preferred (dealing with both adults & children) strongly preferred.
- Basic computer skills required, i.e. Microsoft Windows.
- Communicate effectively verbally and in writing.
- Knowledge of Health Insurance Portability Accountability Act (HIPAA) and Privacy Act.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height), and records information on patients' charts. Ask patient if they need any prescriptions filled and record or call in refills for patient's if they have refills left
- Check chart and make sure current labs and other pertinent information is in chart related to type of doctor's visit
- Make sure all forms are filled out for well men/women and well child
- Make sure procedure consent forms are in chart (do initial assessment required on forms)
- Phlebotomy and collection of lab specimens.
- Performing basic lab tests.
- Tracks the routing of lab results.
- Reports lab results to patients under the direction of Registered Nurse or physician.
- Check immunizations, prior to administering thru Physicians orders.
- Change dressings, applying bandages, removing sutures and other first aid procedures.

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- Performing EKGs.
- Assisting the physician with exams and minor office surgery.
- Preparing patients for examinations and performing routine screening tests.
- Stock and order medical supplies.
- Provide patient education with regards to medications, management of diseased and home treatments.
- Performs administrative procedures which include telephonic messaging, submitting patient medication refills, and appointment scheduling.
- Administer the Nation's employee drug testing under the supervision of the Medical Clinic Manager
- Performs other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**