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: 02-25-2021

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**