

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: www.csktribes.org
E-mail: melanie.piedalue@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Medical Assistant (certified) (1 or more positions)

LOCATION: Tribal Health Department

SALARY: Negotiable

CLOSING DATE: Thursday, August 27, 2020 @ 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test. The successful applicant will be required to serve a mandatory six (6) month probationary period.**

The medical assistant (certified), under direction, performs professional ambulatory nursing duties for outpatient clinical areas. Roles and responsibilities include providing continuing patient care, working with licensed providers and nurses to meet patient needs, performing administrative and clerical duties, greeting and assisting patients with paperwork. This position records medical information and assists with rooming patients, collecting patient vitals and performing blood draws. Medical assistants participate actively in the team-based care model; and perform other duties as assigned/required by the assigned ambulatory clinical setting. Other essential duties include:

- Provides patient-centered care that is respectful of, and responsive to, individual patient preferences, needs, and values.
- Provides and promotes excellence in service delivery for internal and external relationships.
- Performs clinical care following roles, policies, protocols, and procedures.
- Interviews patients to obtain medical information and measure vital signs, weight, height, etc.
- Escorts patients to exam/procedure rooms and prepares patients for provider visit.
- Records patient medical history, vital statistics and information related to lab results using an electronic health record system.
- Prepares and administers medications as directed by a licensed provider.
- Collects blood, tissue, or other laboratory specimens, manages log entries, and prepares specimens for testing.
- Explains treatment procedures, medications, and nutrition and clinical instructions.
- Assists providers during procedures, exams by handing instruments and material or performing tasks such as administering injections or removing sutures; preparing treatment rooms, maintaining treatment rooms, etc.
- Prepare medication refill requests on behalf of patients through prescribing provider.
- Follows sterilization processes and ensure equipment sterilization to include blood borne pathogens and exposure protocols.

- Schedules appointments with patients.
- Assists with basic dressing changes not to include wound care management.
- Contacts medical facilities/departments to support patient referrals, scheduling, and admissions/discharge needs. Includes management of patient records and transfer of medical documentation for treatment.
- Performs general office functions to include answering phones, taking dictation, email, correspondence, greeting patients, scheduling, rescheduling, cancellations, etc.
- Triage patient contact whether walk-in or telephone for prioritization of level of care and provider response.
- Reviews primary care documentation for deficiencies and completeness ensuring readiness for abstracting data entry, completing patient demographic information, and completed notes, etc.
- Manages incoming medical information and records to ensure primary care providers have patient information in a timely and efficient manner, etc.
- Supports clinic inventory processes and resupply as indicated using established processes.
- Request position description for a detailed description of desirable qualifications.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

Graduate of a Certified Medical Assistant program with experience in a clinic setting.
 Licensed as a Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA)
 Current Basic Life Support (BLS) certification.

Preferred experience:

- Knowledge with confidential departments.
- Experienced with electronic health record applications.
- Medical terminology and understanding healthcare workflows.
- Knowledge of McKesson/Dragon software.
- Knowledge of electronic prescribing programs and software.
- Knowledge of behavioral health software and documentation processes.

All applicants must be proficient and have a strong working knowledge of electronic health record systems, clinical software, and Microsoft Office applications.

Must pass a pre-hire drug screen and random drug screens while employed.
 Must pass a background check.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and certifications.
3. Copy of current valid driver's license.
4. Completed supplemental background questionnaire.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1259

FOR MORE INFORMATION: Contact Milissa Grandchamp @ (406)675-2700 Ext. 7308