



## ***DUCKWATER SHOSHONE TRIBE***

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

### **JOB ANNOUNCEMENT**

**TITLE:** Medical Assistant

**SALARY:** Depending on Experience

**OPEN:** January 13<sup>th</sup>, 2020

**CLOSE:** January 27<sup>th</sup>, 2020

**LOCATION:** Duckwater, Nevada

#### **DEFINITION:**

Under the direct supervision of the Assistant Health Manager, provides assistance to the provider in delivering health care services to patients/residents of the Duckwater Shoshone Reservation and the outlying areas, including routine, emergency and specialized services.

#### **DUTIES AND RESPONSIBILITIES:**

1. Responsible to screen all patients taking and recording vital signs, weight and chief complaint.
2. Responsible to assist with clinical procedures, facilitating the flow of patients through the clinic.
3. Reviews medical records to keep immunizations up-to-date, create problem lists and other required documentation as needed.
4. Administers routine oral, rectal or injection medications that can only be administered by a certified medical assistant or one who has completed an accredited training program.
5. Performs routine laboratory tests such as urinalysis and basic blood work.
6. Sterilizes equipment for the clinic.
7. Prepares exam rooms for patient and doctor.
8. Determines patient care needs and directs patients accordingly.

9. Maintains provider schedules and assists with schedule changes as necessary.
10. Documents information regarding all performed procedures in medical records.
11. Responsible to make home visits to elders, post and pre-natal patients, post-op patients, diabetics, handicapped, chronically ill and special needs clients at least every two weeks or more often if ordered by the provider. All other home visits will be at the discretion of the provider and the Medical Assistant.
12. Responsible to maintain a log of all home visits.
13. Responsible to submit required reports as necessary.
14. Responsible to serve as liaison between the community and the health clinic.
15. Responsible to assess and identify individual and family medical needs and initiate measures to meet these specific needs.
16. Responsible to assist Pharmacist when filling and refilling medications.
17. Responsible to bill non-eligible patients.
18. Responsible to maintain pharmacy inventory log; order medications through McKesson; stock and maintain shelves.
19. Responsible to call in medication refills and deliver medications to elders and those who are acutely ill. Notifies all others for medication pick up.
20. Responsible to maintain confidentiality in accordance with HIPAA (Health Insurance Portability and Accountability Act), Indian Health Service Privacy Act, and adhere to all Health Department and Tribal Policies; all federal acts and regulations including but not limited to Adverse Incident Reporting Policy.
21. Responsible to perform other duties as assigned by the provider or Health Manager.

QUALIFICATIONS, EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Must possess valid certification as Medical Assistant.

Must have understanding of medical terminology and practices.

Must have excellent verbal and written communication skills.

Must be able to become a valuable and dependable asset to the health care team.

Must have knowledge of medical records documentation requirements.

Must have knowledge of medical instruments and supplies

Must have knowledge and ability to perform CPR and emergency care procedures.

Must have ability to maintain patient confidentiality.

Must maintain courteous and respectful approach towards patients, visitors and fellow staff.

Must have ability to work safely and willingness to comply with safety health precautions.

Must possess valid or be qualified to obtain a Nevada Driver's License.

**EQUAL OPPORTUNITY EMPLOYER:**

The Duckwater Shoshone Tribe provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disabilities or genetics.

Indian Preference is a local Tribal decision and is substantially subjective based on Tribal Council Decisions. The Council recognizes that the hiring process will give preference to Duckwater Shoshone Enrolled Members in all positions.

**APPLICATIONS:**

Applications may be picked up at the Duckwater Shoshone Tribe Administration Office, by visiting the Duckwater Website at [duckwatertribe.org](http://duckwatertribe.org), or by calling 775-863-0227.

Submit cover letter and resume along with application to Duckwater Shoshone Tribe, Human Resources, PO Box 1400368, Duckwater, NV 89314.