



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	yes
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	yes

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**Job Title:** CMA / CNA Registered Medical Assistant

**DEPARTMENT:** Medical

**POSITION SUMMARY:** Under supervision, performs paraprofessional-level health care duties in the Tribe’s Health Clinic

**Supervised by:** the Chief Medical Officer

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignments to the position.

- Obtains laboratory specimens, processes and prepares for transport. Ability to perform venous and capillary blood withdrawal.
- Demonstrates ability to screen patient phone calls; refers and responds appropriately. Identifies patient needs, schedules patient appointments as appropriate and refers patients to health care professional when necessary. Determines urgency and prioritizes according to clinical guidelines.
- Collects and records measurements and vital signs, interviews patients for medical, social history, including health risk factors.
- Provides basic health information to patients as well as referrals to health care services and available resources.
- Cleans, stocks and sets up patient examination rooms and sterilizes examination equipment.
- Orders, inventories, monitors and maintains clinical and laboratory supplies.
- Maintains documents and processes medical records.
- Demonstrates comprehensive knowledge, skill, and judgment within area of specialty.
- Practices within parameters of license and demonstrates accountability of own professional conduct.
- Performs all processes of autoclaving equipment
- Prepares and assists with sterile procedures
- Administers eye drops, topical ointments and vaccines
- Assists Providers, RN, CMA’s in all aspects of patient care as needed.
- Maintains the privacy and confidentiality of all protected health information in accordance with the Division’s Policies and Procedures, and in compliance with state and federal regulations.

- Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

#### **MINIMUM QUALIFICATIONS**

- Must be CPR certified
- Graduation from an accredited Medical Assistant program or related health care experience or education
- Current license in the state of Washington

#### **KNOWLEDGE AND SKILLS**

- Medical terminology and clinical procedures
- Basic Pharmacology
- Human systems, including basic anatomy, physiology, biology, human growth and development
- CDC, OSHA, and medical safety standards
- Basic computer skills
- Behaviors and practices to achieve and maintain good health
- Health care maintenance and prevention, and universal precautions
- Medical record-keeping procedures
- Communication skills (oral and written)
- Problem-solving and client interviewing
- Documentation and medical record charting
- Patient assessment
- Basic mathematics
- Working with diverse populations
- Developing and maintaining positive interpersonal relations in dealing with fellow employees, supervisors, administration and providers
- Front office duties to include phone skills, mail handling, filing and scheduling
- Performing a number of tasks simultaneously
- Working as a part of a multidisciplinary team
- Meeting deadlines and working under time constraints

#### **WORK ENVIRONMENT AND TIME COMMITMENT**

- Work schedule is 40 hours per week. This is a full-time position.
- Tasks are performed mostly indoors in both a clinical setting and an office environment.
- Considerable time may be spent at a computer work station in the performance of administrative tasks.
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

#### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Medical Doctor is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_