

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Medical Assistant - Certified

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: Medical Assistant Certified will check patients in for their appointments with medical provider, obtain vital signs and brief chief complaint. Will act as patient advocate as well as support the clinical staff. Will perform job duties as instructed by medical providers and will perform duties as needed by Quil Ceda Creek Counseling Company.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Medical Director

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School Diploma or equivalent

SKILLS:

- Work effectively in a culturally diverse environment.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.

EXPERIENCE:

- Must have minimum of one (1) year or more of related experience.
- Must have 6 months experience in a clinical setting as a graduate of an accredited program.
- Six (6) months experience with Electronic Health Records (preferred)

OTHER REQUIREMENTS:

- Current and unrestricted Washington Medical Assistant Certification.
- Principles and practices of health records management including electronic health records information system such as EPIC, etc.
- MS Word and Outlook

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Valid and unrestricted Washington State Driver's License.
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- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Must provide proof of COVID vaccination.
- HIPAA certification upon hire
- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

- Brings patient from waiting area to examination room and prepare patient for medical provider.
- Document chief complaint, obtain vital signs: height, weight, temperature, blood pressure, vision screening
- Other testing if indicated by chief complaint or as deemed necessary by the medical provider
- Take patients medical history and add to Electronic Health Record(EHR)
- Screening patients for depression, immunizations, alcohol and drug screening and document in EHR
- Observes patient reaction to treatment and reports to medical personnel
- Supports provider services, responsible for prescribed laboratory work and tracking of specimens: Coordination of labs that are outgoing and incoming and tracking of results
- Uses medical equipment as directed
- Sterilizes equipment, instruments and supplies with OSHA approved methods
- Cleans, sanitize, prepares and maintains exam rooms as needed
- Assists in maintaining record keeping for maintenance of medical equipment
- Assists health providers with exam procedures as necessary
- Work in the MAT Clinic and knowledge of MAT services
- Phlebotomy as needed
- Attends staff/nursing meetings as requested
- Abides by HIPPA 100% of the time
- Regular and satisfactory attendance and punctuality.
- Other related job duties as assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.