



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	<i>Certified Medical Assistant (CMA)</i>
Location:	<i>Sokaogon Chippewa Health Clinic</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Health Clinic Director</i>

Job Summary:

The Medical Assistant is responsible for a variety of patient care, technical, and clerical related functions. The Medical Assistant is responsible for the clinic patient flow by assisting members of the patient care team and providing a broad range of health care services. The Medical Assistant may also be involved in the training and guidance of clinical staff. As a member of the patient care team, the Medical Assistant is also aware of the psychosocial needs of patients and families.

Duties and Responsibilities:

- Adhere to HIPAA compliance in all communication regarding clients in treatment.
- Perform patient check in, including obtaining and recording vital signs, height, weight, chief complaint, brief relevant history including pain status, allergies, current medication, and any other pertinent information for specific age groups.
- Prepare patient for examination/procedure, as appropriate.
- Administer medications and immunizations orally, intramuscularly, subcutaneously, intradermally, and by inhalation as ordered by provider, asking for assistance from RN or provider if unfamiliar with medication or procedure.
- Alert RN and/or provider of patient's/family's questions or issues related to medication administration.
- Review medical records for up-to-date problem list including patient reported medication and allergies and diagnoses that are documented by physicians or providers.
- Understand that the stress of illness may alter patient behavior and ability to follow through on plan of health care; interact with respect including situations where patient and/or family display anger or distress.
- Provide support and comfort to patients and families during clinic visits and procedures as needed, including chaperoning during sensitive examinations.
- Promote patient welfare and independence by communicating through words and actions and understanding of patients' reactions to the healthcare environment.
- Participate in patient education by providing standardized, structured written/verbal information to patients regarding procedures, preparation for diagnostic tests, and chronic disease conditions as instructed by RN/MD.
- Refer patients who require further teaching interventions to an RN or provider.
- Provide emergency care to patients when necessary using basic life support and automated defibrillator equipment, maintaining basic CPR certification.
- Assist provider with procedures including those requiring aseptic and sterile technique.
- As applicable to department operations, maintains competency and performs standardized phlebotomy procedures, basic specimen processing, and limited waived testing as delegated.
- Assist with quality measures, including maintenance and recording of required daily equipment checks, CLIA requirements, and calibration of equipment as needed in clinics where this is required.
- Document complete and accurate patient observations, care, and outcomes of interventions in the electronic medical record.
- Contribute to individual patient care planning.
- Knowledge of medical terminology.
- Demonstrated customer-first attitude and philosophy.
- Ability to learn computer and application skills as applicable to role, interact with and work around people, to make judgments in demanding situations, and to react to frequent changes in duties and volume of work.

- Effective oral and written communication skills with the ability to manage multiple concurrent activities, logically organize details, to listen empathetically.
- Commitment to respectful patient and family centered care and a commitment to patient privacy.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties as assigned.

Qualifications (*Education, Experience, Knowledge, Skills, Abilities*):

- High School Diploma or equivalent. **REQUIRED**
- Completion of an accredited Medical Assistant program. **REQUIRED**
- One (1) year of experience as a Certified Medical Assistant. **PREFERRED**

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: April 2, 2024

Closing Date: Until Filled