



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 126-20

OPENING DATE: 08/04/2020

CLOSING DATE: Open Until Filled

POSITION: COVID-19 Medical Assistant
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time-Temporary
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: COVID-19 Health and Safety Supervisor
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

JOB PURPOSE: Grant funded position for COVID-19 testing. Contributes to the effectiveness of the patient care team by providing clinical and clerical support. Assists doctors and nurses in direct patient care according to established policies, procedures, and protocols.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Receives and greets patients, directs and assists them to triage and examination areas.
- Collects basic information from patients and takes and records vital signs; notes abnormal readings and alerts nurse or physician promptly.
- Collects nasal, NP, and Pharyngeal swabs for COVID-19 and other viral testing.
- Draws blood (by venipuncture or finger stick), urine, stool and other specimens, throat cultures and sputum specimens as requested by provider and with adherence to established policies, procedures, and precautions.
- Completes laboratory request forms and labels laboratory specimens.
- Assists providers with physical examinations, including pediatric examinations for COVID-19 screenings.
- Prepares exam rooms and gathers instruments and supplies for expected procedures.
- Cleans and maintains medical instruments.
- Maintains a clean and safe working environment, including clean up after each patient, biohazard disposal, and decontamination of workstations as appropriate.

- Adheres to clinic, laboratory, and general safety policies and procedures, including blood borne pathogen procedures.
- Adheres to chain of custody procedures as applicable.
- Enters laboratory, and other results, in the patient record.
- Maintains inventory of medical and office supplies, to include appropriate forms in each room; orders supplies and stocks as needed.
- Schedules appointments, verifies appointments, and makes follow-up telephone calls.
- Reviews next day's schedule, retrieves, organizes and prepares patient charts, and makes other preparations as needed.
- Substitutes as appointment clerk or lab technician as needed.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Certified Medical Assistant.
- One year work experience as a medical assistant.
- CPR Certification.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must provide written copy of immunization record prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of medical terminology and instruments.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of patient positioning and procedures for various examinations.
- Knowledge of commonly used drugs and pharmacology terminology.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Skill in operating various word-processing and database software programs.
- Skill in operating autoclave device.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to obtain accurate vital signs.
- Ability to read lab results.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to handle confidential information with discretion and professionalism.
- Ability to show empathy to distressed individuals.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.

- Ability to exercise independent judgment.
- Ability to work flexible hours, including evenings and weekends.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in an interior and exterior environment; generally in a clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.
- Prolong standing.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.