



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 015-22

OPENING DATE: 01/24/2022

CLOSING DATE: Open Until Filled

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

POSTED: IN/OUT

JOB PURPOSE: 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, directing and assisting 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 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.
- Performs EKG tests.
- Administers patient injections as requested.
- Performs wound care including sutures and staple removal as needed.
- Prepares exam rooms and gathers instruments and supplies for any expected procedures.
- Cleans exam rooms after each encounter or as needed.
- Cleans and maintains medical instruments and autoclave.

- Enters laboratory and other results in the patient record.
- Maintains inventory, 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 COVID Screening query and ensures patient/visitor compliance with temperature check upon entrance and directs patients/visitors as indicated.
- Packages and mails ear mold orders.
- Maintains inventory of supplies, issuing accessory supplies (batteries, wax traps/filters, etc.).
- Guides and educates patients in proper use and care of hearing aids with limited troubleshooting of hearing aids.
- Cleans hearing aids, replaces accessory devices for those with limited manual dexterity.
- Packages and mails hearing aids to manufacturer for repair services.
- Verifies patient's eligibility for IHC purchase of Hearing Aids, researches and provides alternative resources if ineligible.
- Prepares hearing aid purchase requests.
- Prepares the patient for exam by Audiologist.
- 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 provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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 result.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- 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.

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 generally performed in an interior/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.

PREFERENCE:

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