



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

**POSTING NO: 180-22**

**OPENING DATE: 11/09/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** Public Health  
Medical Assistant

**POSTED: IN/OUT**

**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:** Public Health Director

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Contributes to the effectiveness of the patient care team by providing clinical and clerical support. Assists medical providers 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, greets and directs patients to triage and examination areas.
- Collects patient information, takes/records vital signs, and promptly alerts any abnormal readings to the nurse or physician.
- Collects blood (by venipuncture or finger stick), urine, stool, throat cultures, sputum and/or other specimens as requested by the provider.
- Perform homecare visits across POI community to provide medical services as needed in accordance to Medical Assistant duties.
- Assist in the coordination, direction, and fulfillment of special Public Health projects.
- Completes laboratory request forms and specimen labeling.
- Assists providers with physical examinations, including COVID-19 screenings and other COVID-19 related procedures.
- Administers patient vaccinations, as requested.
- Performs EKG tests.

- Performs wound care including suture and staple removal as needed.
- Prepares exam rooms for medical procedures with necessary supplies.
- Cleans exam rooms after each patient encounter, or as needed.
- Cleans and maintains medical instruments and autoclave.
- Enters patient data and laboratory results using the patient record system.
- Schedules appointments, verifies appointments and conducts follow-up telephone calls.
- Reviews next day's schedule, retrieves, organizes and prepares patient charts, including other as needed preparations.
- Adheres to clinic, laboratory, and general safety policies and procedures, including blood borne pathogen procedures.
- Maintains patient confidentiality and privacy.
- Substitutes as appointment clerk or lab technician as needed.
- Maintains inventory of medical and office supplies.
- Assists with hearing aid requests to include purchase requests, patient education of proper use and maintenance, limited troubleshooting, packaging/ mailing, and other limited services as needed
- 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.
- Maintain knowledge of public health orders and related issues impacting patient wellbeing.
- 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.
- Ability to manage stress during public health crisis.

**PHYSICAL DEMANDS:**

- Position requires frequent lifting of 25 lbs.
- Prolong standing or walking for up to 6 hours per day.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.

**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.