



**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: 12/08/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** Medical Assistant  
**PAY GRADE:** NE5 (\$15.97/hr. - \$21.56/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.