



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Job Description

## Medical Assistant

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Medical Assistant**  
Supervisor: Registered Nurse  
Location: Health Center  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

The primary focus of the Medical Assistant position is to support the medical providers and to ensure that all patients receive quality care while maintaining compliance with HIPAA and Quileute Health Center Policies and Procedures. This position requires the appropriate licensure which is either MA-R or MA-C.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Maintain a high level of confidentiality
- Assist physicians, advanced practice providers, and nurses with patient care
- Obtain vital signs on every patient including temperature, respirations, pulse, blood pressure, height (in cm), weight (in kg) and O2 levels and record values for provider
- Screen patient as needed upon entry and guide patient to exam room preparing them for visit, and also guide them to medical reception or benefits coordinator as needed
- Document all patient encounters including phone calls
- Process orders, prescription requests, pre-certifications or authorization of medications or procedures
- Enter lab orders and properly complete lab requisition forms in the EHR
- Assist the provider with case management
- Schedule diagnostic test(s) and referral(s) as needed working directly with the Medical Support Coordinator
- Preparation, inventory/stocking, and cleaning of exam rooms/clinic areas
- Assist providers as clinical standby or with procedures using appropriate sterile technique and blood born pathogen precautions
- Perform cleaning and sterilization of medical equipment
- Perform monthly checks on all QHC AEDS and those provided to other departments from QHC e.g. tribal office
- Other duties as assigned

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Ability to use various computer software/programs including Microsoft applications, Electronic Health Record
- Must be able to work as part of an integrated care team
- Ability to manage time efficiently
- Must possess an attention to detail
- Knowledge of basic medical procedures
- Must be able to follow QHC policy and procedure and follow instruction from medical team
- Must be able to communicate effectively both verbally and in writing

- Knowledge of working with Tribal communities including historical and inter-generational trauma, or willingness to learn
- Knowledge of trauma informed care, or willingness to learn

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be granted in particular cases.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 40 pounds.

### **SUPERVISORY RESPONSIBILITY:**

- None

### **QUALIFICATIONS:**

#### **Minimum/Required Qualifications:**

- High School Diploma or equivalent
- Certified or Registered Medical Assistant license
- Completion of First Aid/CPR certification upon hire
- Completion of QHC specific certifications (HIPPA, ISSA, Confidentiality Statement, etc.) upon hire
- Pre employment drug testing and random drug testing in accordance with the Tribal Drug and Alcohol Policy
- Must pass a Criminal Background Check

#### **Preferred Qualifications:**

- At least one year experience in a medical clinic setting

### **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Employee Health Requirements:** You are required to agree that you will comply with all job-related employee health screening and immunizations prior to your first day of employment.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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