



POSITION DESCRIPTION

POSITION TITLE

**CERTIFIED MEDICAL ASSISTANT –or–  
LICENSED PRACTICAL NURSE**

**OPENING DATE** 3/12/2020

**CLOSING DATE** 3/26/2020

**DEPARTMENT** Medical

**LOCATION** Yellowhawk Tribal Health Center

**SUPERVISED BY** Nursing Supervisor

**SALARY** \$31,357 to \$46,951 Grade D

**STATUS** Full Time; Non-Exempt; Covered Status; Safety Sensitive

**MINIMUM  
QUALIFICATIONS**

1. High School Diploma or GED.
2. Current national certification from AAMA, CCMA or NCCT as a certified medical assistant; or current Oregon Licensed Practical Nurse (LPN) license in good standing.
3. Current CPR certification.
4. Knowledge of HIPAA regulations.
5. Proficient in Microsoft Word and Excel.
6. Ability to work variable shifts and be flexible with schedule changes.
7. Ability to multi-task while maintaining high level of organization and attention to detail.
8. Excellent telephone, customer service and communication skills.
9. Ability to work collaboratively in a team-based setting as an effective team player.
10. Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration (GSA) vehicles.
11. Represents Yellowhawk Tribal Health Center with a respected and viable presence in the community.
12. Must submit to and pass a reference and criminal background check.
13. Must submit to and pass a pre-employment drug and alcohol screening.

**Preferred Qualifications:**

1. One (1) year experience in a clinical medical office setting with excellent references is preferred.
2. Prior experience with Resource and Patient Management System (RPMS) Practice Management software is preferred.

## DESCRIPTION Job Summary

The certified medical assistant (under supervision and direction of a physician) or licensed practical nurse (under supervision of a registered nurse) provides clinical and administrative support for medical practitioners in an outpatient, primary care setting. Primary duties are clinical, but administrative duties will also be routine. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

### Essential Job Functions:

1. Conducts patient interviews to include medical history, health screenings and vital signs.
2. Explains treatment procedures to patients.
3. Prepares patients for and assists provider with examinations.
4. Collects and prepares laboratory specimens and performs basic laboratory tests.
5. Instructs patients about medications and lifestyle changes.
6. Prepares and administers vaccines and medications as directed by provider.
7. Performs patient hearing and vision testing.
8. Authorizes prescription refills per protocol.
9. Removes sutures and performs dressing changes.
10. Uses autoclave for sterilization of instruments.
11. Documents patient care in the electronic health record system.
12. Prepares patient summaries for daily huddles with care team.
13. Administrative duties include telephone encounters with patients, scheduling patient appointments, completion and/or submission of insurance and/or legal forms, and coordination of care for referred services.

### Physical Demands:

Requires sitting for long periods of time, some standing, stooping, bending or reaching required. May require lifting up to 30 pounds. Requires manual dexterity sufficient to operate a computer, printer/copier, and telephone. Requires normal range of hearing and vision. May require contact with individuals with communicable diseases or angry patients. Periods of stressful working conditions may be required such as report deadlines, planning & implementing large activities, and staffing shortages.

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## NOTICE TO APPLICANTS

### Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the "required employment application packet material" below will be considered. Employment application packets received after the deadline will not be considered.

## Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

## Application Submission

Submit Complete Job Application Packets to:

via Mail:

Yellowhawk Tribal Health Center  
attn: Human Resources/HR Recruiter  
46314 Timine Way  
Pendleton, OR 97801

**OR**

via E-mail:

[hrrecruiter@yellowhawk.org](mailto:hrrecruiter@yellowhawk.org)

## APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

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Signature

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Date