

Little Traverse Bay Bands of Odawa Indians

Job Posting – (2 Positions)



Job Title: Medical Assistant

Department: Health

Reports to: Clinic Manager / Medical Director

Salary Level: \$21.15 to \$29.61 per hour / (\$43,992 to \$61,589) Annually

Status: Non-Exempt

Level: B25

Opens: December 17, 2024

Closes: December 31, 2024

SUMMARY: Provide excellent high quality care to LTBB Clinic clients. Perform and assist with clinical procedures, maintain equipment, perform laboratory procedures, provide direct patient care and cover clinic front desk duties as assigned by nurse, physician, and/or clinic manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work as part of a team to provide excellent patient care to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Perform selected clinical and administrative duties.
- Prepare patients for examination and treatment. Take patient histories and vital signs.
- Prepare exam and treatment rooms with necessary instruments.
- Give injections; supplies casts, splints, and dressings.
- Use RPMS/EHR to review patient chart and to enter information into patient chart.
- Prepare and maintain supplies and equipment for treatment, including sterilization.
- Assist physician in preparing for minor surgeries and physicals.
- Assist with scheduling of tests and treatments.
- Provide general information on department policies and procedures.
- Order and maintain clinical equipment and supplies.
- Maintain patient files, records, and other information.
- Assist in front desk duties; such as answering phones, triage, scheduling appointments and medical records, as requested.
- Compile and condense technical and statistical data for reports and records.
- Participate in professional development activities and maintain professional affiliations.
- Maintain patient confidentiality in compliance with HIPPA.
- Other duties as assigned within scope of the position.

EDUCATION AND EXPERIENCE: Demonstrated competence in medical assistant role for a minimum of one year. Graduation from an accredited Medical Assistant education program or equivalent healthcare education. Certification as medical assistant required or agreement to obtain certification within first year of employment is required.

QUALIFICATIONS: Knowledge of medical practice and care to assist in giving patient care. Knowledge of examination, diagnostic, and treatment room procedures. Must have knowledge of medical equipment and instruments to administer patient care and common safety hazards and precautions to establish a safe work environment. Positive job history as evidenced by references required.

KNOWLEDGE, SKILLS AND ABILITIES: Must be able to work in a team environment utilizing professional communication skills and positive attitude. Must be able to follow employee policies and be reliable. Must be skilled in taking vital signs, phlebotomy, maintaining records and recording test results. Must have the ability to develop and maintain department quality assurance. Must have the ability to react calmly and effectively in emergency situations. Must have the ability to follow guidelines and procedures and communicate clearly. Must have strong computer skills, including data entry and software utilization skills.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license, reliable transportation, and be insurable by LTBB. Must maintain license and insurability throughout duration of employment in this position. Current CPR certification required.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment. Individual must have a positive job history, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting.