



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Medical Assistant/Phlebotomist
Department: Medical
Supervised By: Nursing Supervisor
Location: Alpine/Campo
Status: Non-Exempt
Posted: September 26, 2018
Closing Date: Until Filled
Compensation: \$16-\$23/hr DOE
Grant Funded: N/A
Hours: Full Time, Monday-Friday, 8:00AM-4:30PM; hours may fluctuate

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the direct supervision of the Nurse Supervisor, screens patients and prepares for exam by providers. Administer medications/immunizations under the direction of the providers. Draws blood and processes specimens for test. Performs in-house laboratory tests. Maintains professional knowledge. Substitutes at Campo Medical clinic on an as needed basis.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Screens patients by taking accurate blood pressure and temperatures and pulses; performs finger stick glucose on all known diabetic patients. Documents patients presenting complaints.
2. Prepares patient appropriately for exam by medical provider.
3. Assists medical provider, as requested, during medical and minor surgical procedures.
4. Documents all patient services.
5. Performs phlebotomy including, but not limited to:
 - Selection of blood collection equipment appropriate to test requisition
 - Preparation of a patient and infection control
 - Venipunctures from patients of varying ages, health, and obesity status
 - Post-puncture care of patients
 - Processing of blood containers after collection, including centrifugation

- Proper disposal of needles, sharps, and medical waste
6. Performs Snellen exams, audio grams, tympanometry, EKG's as directed by providers.
 7. Sterilizes instruments when necessary.
 8. Administers immunizations. PPD skin tests and medications as ordered by providers.
 9. Makes referrals to other departments and outside providers. Schedules appointments with other providers for patients and schedules rides when appropriate.
 10. Attends staff meetings, participates in Clinic continuing education programs and attends training and professional conferences as requested.
 11. Participates in quality improvement activities.
 12. Other related duties as assigned.

QUALIFICATIONS:

Education/Experience: Must have successfully completed an approved program for Medical Assistants or related training program by an accredited institution, and an approved phlebotomy training program. Must also possess a High School diploma or GED certificate. A minimum of one year Medical Assistant experience in an ambulatory care setting preferred. Experience with Pediatric patients preferred. Must be at least 18 years of age. Education, training or experience which compliments knowledge and skills stated above is desirable, but does not substitute for minimum requirements as stated.

Licenses/Certifications: A valid California driver's license required at the time of appointment and must be maintained throughout employment.

Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

A current certification in Medical Assistant is required

A current California State Certified Phlebotomy Technician I or II, or Certified Medical Laboratory Technician (MLT) Certificate is required.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.

Skills: Team building, interpersonal, and organizational skills. Ability to establish and maintain effective peer relationships with coworkers within the Medical Department, clinic-wide, and the public. Must be able to express ideas clearly, concisely, address audiences effectively, and exercise balanced judgment in evaluating situations and making decisions. Willing to be part of a team and cooperate in accomplishing department goals and objectives. Ability to prioritize, meet deadlines, take initiative, be proactive, and function in a rapidly changing environment. Ability to work with people of all social and ethnic backgrounds and to resolve conflicts, negotiate situations, and facilitate consensus.

Other: Post job offer, applicant must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.