



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603
Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 851-3985

EXEMPT
NON-EXEMPT

OPEN: 02/21/24
OPEN UNTIL CLOSED

POSITION DESCRIPTION

POSITION: MEDICAL ASSISTANT TRAINEE PART-TIME
(Two-year training)

RESPONSIBLE TO: Lead CMA

SALARY: Step Range: 9 \$32,936; Full Benefits

CLASSIFICATION: Non-Management, Trainee (Tribal Members Only), Part-Time

LOCATION: Klamath Tribal Health & Family Services
Wellness Center, Chiloquin, Oregon

BACKGROUND: P.L. 101-630 L

POSITION OBJECTIVES

The Part-Time Medical Assistant in training will complete two years of clinical training to obtain certification. This person will obtain knowledge to provide patient care and assistance to clinical staff in the Klamath Tribes' Medical Clinic. This person will be trained to provide a full range of clinical office tasks for the Medical Clinic. This person will exercise professional discretion and judgment based on training he/she is provided. Routine duties learned shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

MAJOR DUTIES AND RESPONSIBILITIES TO BE LEARNED ON THE JOB:

1. Ensures the smooth flow of the patients through the clinic visit by assisting providers and other clinical staff.
2. Shares and receives information, and feedback in a supportive manner.

3. Consistently models appropriate behaviors, attitudes and skills that support the C.L.E.A.R. and H.E.A.R.T. customer-service standards to build positive relationships with patients and KTFHS employees.
4. Care for and treat patients as directed by the provider or nursing personnel; prepare patients for and assist with examinations.
5. Monitors patient during examinations and/or treatment(s). Will learn to perform basic medical procedures including but not limited to taking vital signs, medication history up-date/reconciliation, performing a review of systems, phlebotomy, specimen collection, recording of EKG's, dressing changes, medication administration, scheduling patient appointments and assistance with procedures
6. Obtain patient's Chief complaint, existing health problems, health maintenance needs, vital statistics and other pertinent data.
7. Administer screening tools to patients as indicated.
8. As directed by the provider, administer injections and medications, dress wounds and incisions, and perform related tasks.
9. Coordinate clinical and health care follow-up activities for patients as directed by a provider or nursing staff.
10. Review provider's clinical schedule the day prior to the patient's visit, determine the type of visit (**i.e. follow up, establish care, ER or hospital follow up, scheduled procedure, etc.**). Anticipate patient needs such as labs, screenings, immunizations, or medical procedures, etc. Ensure all supplies, equipment, and documents/ reports are available for the anticipated encounter to ensure team can maximize efficiency during the patient's visit.
11. Provide accurate, complete, legible, and timely documentation of all patient contacts in patient charts.
12. Arrange exam room instruments and equipment; keep exam rooms neat and clean. Follow appropriate protocol for disposing of contaminated supplies and sterilization of medical equipment.
13. Perform and accurately log quality control checks on lab equipment and point-of-care tests conducted at the clinic.
14. Perform EKG testing under provider's directions.
15. Maintain Medical Clinic equipment using clinic's protocols and/or guidelines.
16. Observe universal precautions in providing patient care.

17. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Nurse Supervisor. This position requires consistent, sound judgment and the ability to develop into an independent employee who requires minimum direct supervision. The Medical Assistant trainee will work within the context of orders and protocols.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guideline and applicability.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Ability to gain knowledge of health care operating techniques.

Ability to establish rapport with patients to accomplish problem solving and education.

Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purpose of correspondence, providing reports, and obtaining information or conveying messages between clients, outside providers and other staff members.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing workload.

Possess good public and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the office.

Ability to complete required documentation and required written follow-up.

Ability to participate and promote teamwork, be courteous to patients, their family members and co-workers.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. ***(Must submit copy of diploma or transcripts with application.)***
- **REQUIRED** to complete a Phlebotomist course within 2 years of hire ***(KTHFS will pay course fees).***
- **REQUIRED** to complete KTHFS Medical Assistant trainee program and pass certification exam to become a Certified Medical Assistant.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to TB skin testing at time of hire and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

Positive working experience with Native Americans, in a related field will be given preference.

Indian Preference:

Indian and Tribal Preference will apply, as per policy. ***(Must submit tribal documentation with application to qualify for Indian Preference).***

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603
jobs@klamathtribalhealth.org

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified **applicants who present proof of eligibility for “Indian Preference”.**

Applications will not be returned.

Employee Signature Date

Supervisor Signature Date