



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) 273-4564

OPEN: 12/22/23
Open until Filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: CMA/IMMUNIZATION COORDINATOR

RESPONSIBLE TO: Nurse Supervisor

SALARY: Step Range: 12 \$38,149-31 \$66,895; Full Benefits

CLASSIFICATION: Non-Management, Regular, Full-Time

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

BACKGROUND: P.L. 101-630

POSITION OBJECTIVES

The Certified Medical Assistant/Immunization Coordinator (CMA/IC) will provide patient care and assist nursing staff in the Klamath Tribes' Medical Clinic. This position will be responsible for a full range of back office tasks for the Medical Clinic and will exercise full professional discretion and technical judgment based on training. Routine duties 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

Certified Medical Assistant:

1. Care for and treat patients as directed by Nurse Supervisor and providers; prepare patients for and assist with examinations. Administer injections and medications, dress wounds and incisions, and perform related tasks.
2. Cross-train on all Medical Assistant functions to provide back-up coverage as needed.

3. Under provider supervision, maintain records of vital statistics and other pertinent data for patients; document any significant changes for physician review.
4. As per established protocol, CMA/IC will provide telephone and office triage including obtaining chief complaint, existing health problems, and health maintenance needs for all patients, as assigned. CMA/IC will notify nurses of patient care needs and the need for assessment.
5. Under the provider direction, order and/or run laboratory tests as specified for patients.
6. Coordinate clinical and health care follow-up activities for patients as directed by a Nurse.
7. Provide accurate, complete, legible, and timely documentation of all patient contacts in patient charts.
8. 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.
9. Perform and accurately log quality control checks on lab equipment and rapid tests conducted at the clinic.
10. Perform EKG testing under Nurse Supervisor's directions.
11. Maintain Medical Clinic equipment under the Nurse Supervisor's direction.
12. Observe universal precautions in providing patient care.
13. Establish and maintain an effective filing system.
14. Provide various Medical Clinic reports, as directed.

Immunization Coordinator:

15. Coordination of immunizations to sure compliance with Federal and State Immunization requirements.
16. Order vaccines as needed. Complete an inventory of all vaccines in stock. Account for doses of returned or transferred vaccines since the last order. Complete and submit order.
17. Check expiration dates of vaccines. Remove expired vaccines and return to supplier. Update discard log.

18. Coordinate vaccine delivery. If not in clinic, ensure a clinical staff member will take delivery. Ensure contents match requested supply. Properly rotate and stock vaccines.
19. Enter vaccines information into the electronic health record.
20. Monitor vaccine refrigerator and freezer to ensure working and accurate temperatures.
21. Monitor for quality assurance of immunization dispensing and vaccine usage.
22. Ensure accurate patient documentation and consent forms are completed.
23. Provide training to relevant clinical employees on vaccine management, storage and handling at orientation and quarterly. Update employees on new information.
24. Ensure nursing staff have access to ALERT IIS system and know how to review patient information.
25. Monitor monthly data upload from the electronic health record to ensure transmission is complete.
26. Coordinate with electronic health record coordinator when vaccine data needs to be updated.
27. Assist with community presentations and health fairs, and assist in clinic and other public health duties as assigned.
28. Identify opportunities to serve as an information resource for the community.
29. Responsible for transportation of necessary supplies to include vaccines.
30. 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 work independently with

minimum direct supervision. The Certified Medical Assistant/Immunization Coordinator will work within the context of standing 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

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.

Must have ability to complete required documentation and required written follow-up.

Must be able 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 possess and maintain one of the following: Certified Medical Assistant (CMA), or Licensed Practical Nurse (LPN). ***(Must submit a copy of certification with application.)***
- **REQUIRED** to have experience with the State of Oregon’s Immunization database.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 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 annual TB skin testing 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 Resources
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