

POSITION DESCRIPTION

POSITION: FILL IN Medical Department Asst **POSTING DATE: 8-3-16**
LOCATION: S/M Health Center **CLOSING DATE: 8-16-16**
SALARY: 10.00 **PAYGRADE: 2**
Reports to: Ambulatory Nursing Manager **Department: Medical Dept.**

GENERAL RESPONSIBILITIES: Will be responsible to complete and assist the medical department with tasks requested to do by the department heads. The medical department assistant will work under the direct supervision of the-Ambulatory Nursing Manager.

DUTIES:

1. Perform simple medical procedures after training i.e., blood glucose, simple dressing changes, EKG
2. Assist the nurses in filling out referral forms.
3. Assist with patient scheduling and check in patients as they arrive.
4. Assist the physicians with charting needs.
5. Fill in at the medical reception desk when absent due to illness or vacation.
6. Rooming patients, obtain simple vital signs, and assist nursing staff with various treatments under the direction of the nurse manager-
7. Maintain, clean and sterilize all instruments, as needed. Maintain autoclave/sterilization log.
8. Perform daily, weekly and monthly equipment and temperature checks.
9. Ensures assigned exam rooms are clean and restocked with medical supplies and materials to include sharps containers and biohazard bags.
10. Maintains medical supply log as well as reporting any supply problem or defective equipment to supervisor.
11. Complete monthly expiration date checks on all applicable medication, equipment, tools and supplies.
12. Assists in answering telephones, taking messages and notifying patients of normal test results.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
18. Must maintain an acceptable departmental attendance record.

QUALIFICATIONS:

1. A high school diploma or GED is required.
2. Must hold a current cna certification.
3. Experience and knowledge of a medical clinic department flow preferred.
4. Experience or knowledge in medical/health related terms, supplies and records preferred.
5. Medical reception skills preferred.
6. Knowledge of medical records including electronic health records strongly desired.
7. Ability to operate various types of medical and office equipment.
8. Must be knowledgeable of the Health Insurance Portability and Accountability Act (HIPAA).
9. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
10. Ability to maintain strict confidentiality and adhere to the Privacy Act of 1974.

11. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
16. Must be able to meet physical requirements of position.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

SPECIAL QUALIFICATIONS:

Since this job is posed as a possible high stress position the applicant should:

1. Be able to work well under pressure.
2. Work with little or no supervision once all duties are learned.
3. Possess the ability to multi-task effectively.
4. Be able to take directions from various people in the medical department.
5. Have good telephone manners and patience with clients wishing to schedule an appointment, asking for results, or setting up orders and referrals.
6. Must possess the ability to deal tactfully with patients undergoing treatment in stressful situations.
7. Requires exposure to communicable disease or body fluids.
8. Must possess the ability to utilize all senses to obtain patient data.
9. Must be able to stand/walk for long periods of time.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position: 7-21-04

Tribal Council Approved:
Tribal Council Approved:9-23-04