



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Medical Assistant  
**Department:** Medical  
**Primary Location:** Anav Tribal Health Clinic  
**Classification:** Full Time, Non-Exempt, Non-Entry Level  
**Reports to:** Medical Director  
**Salary:** DOE

### Primary Purpose

The Medical Assistant shall work under the supervision of the Medical Director or designee to provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall, under supervision, perform CLIA waived laboratory test. Shall document in accordance with the established policy. Shall work as a team member and comply with all clinically medical standards. Shall have knowledge of and understand clinic policy and procedures. Shall provide support to the Medical Records and Front Office as necessary.

### Essential Functions

- Shall provide medical and nursing support services, which include phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
- Shall document using approved policy.
- Shall, under supervision, perform CLIA waived laboratory test.
- Shall provide assistance to the medical provider(s) and the clinic nurse with special patient educational programs.
- Shall work as a team member and comply with all clinical and medical standards.
- Shall assist in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
- Shall assist the Clinic Physician and the Family Nurse Practitioner, and/or the Physician's Assistant as necessary.
- Shall be cross trained to provide assistance to the Medical Records Department as necessary.
- Shall be cross trained to provide support to the Front Office as necessary.
- Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Quartz Valley Area.
- Shall be available for local and out of the area travel as required for job related training.
- Shall attend all required meetings and functions as requested.
- Shall maintain a positive attitude when other job-related duties are assigned.

## **Competencies**

### *Education & Experience*

- Must have a high school diploma or equivalent.
- Current Medical Assistant Certification; and/or experience as an Emergency Medical Technician (EMT), a Medical Assistant or a CNA; and/ or college level education in health specific courses as they relate to rendering care in the health care setting; and/or certification in Phlebotomy.
- Must become certified and remain current in basic life support (BLS) CPR.

### *Proficiencies*

- Have the ability to work effectively with Native American people in culturally diverse environments.
- Have the ability to manage time well and work under stressful conditions with an even temperament.
- Have the ability to establish and maintain harmonious working relationships with other employees and the public.
- Have the ability to understand and follow oral and written instructions.

## **Other Requirements**

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.
- Must adhere to confidentiality and HIPAA policies.
- Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.

## Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR policies, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

### **Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

### **Veteran Preference:**

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____ Print Name	_____ Signature	_____ Date
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Approved

_____ Business Council or Health Board	_____ Signature	_____ Date
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