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# COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

## POSITION DESCRIPTION

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**TITLE:** Medical Assistant

**INTRODUCTION:** This position is located at the Yukon Flats Health Center in Fort Yukon. The purpose of the position is to provide assistance to the Yukon Flats Health Center medical providers with routine and emergency patient care. The incumbent works under the general supervision of the Medical Director

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Assists medical providers with routine patient care.
- Performs initial clinical interview and processing of patients that includes a basic set of vital signs and a description of the complaint/reason for visit.
- Accurately and consistently completes clinical forms in medical records to include auditing records for the appropriate clinical forms in accordance with the medical, clinical and nursing policies and procedures.
- Obtains the appropriate information, specimens, lab results, x-ray results and health history from patients to prepare them for the clinical providers.
- Sets up referral appointments for patients.
- Performs instrument cleaning, packaging and sterilization.
- Integrates work with other staff to ensure timely and accurate patient flow.
- Participates in continuous quality improvement activities.
- Complies with all policies and procedures.
- Utilizes specialized office equipment.
- Orders and stocks medical supplies and pharmaceuticals and maintains inventory.
- Attends mandatory CME's and maintains certifications (i.e., CHP/CHA, CPR, ETT)
- Abides by the Federal Privacy laws regarding the confidentiality of patients and coworkers.
- Other duties as assigned by Medical Director.

**NOTE: Medical Assistant will not diagnose or initiate treatment.**

**QUALIFICATIONS:**

- High School Diploma/Equivalency.
- One year recent experience in an office setting or one year recent experience in customer service.
- Training as EMT, CHA/P, LPN, RN or Medical Assistant preferred.
- Possess a valid Alaskan driver's license.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic Computer Skills
- Thorough knowledge of common office equipment (copier, fax, printer, etc...)
- Excellent oral and written communication skills.
- Ability to organize and prioritize tasks.
- Ability to work under pressure.
- Strong attention to detail and problem solving skills.
- Ability to work independently and ask a team member.

**OTHER:**

- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian tribe or tribal organization is preferred.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

Title:	Medical Assistant
Location:	Fort Yukon, Alaska
Supervision:	Medical Director
Classification:	Regular Full-time w/Benefits
Salary:	\$15.00 plus DOE
Approved (Initials)	_____
Date:	January 7, 2011 – January 17, 2011