



COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

P.O. Box 33

Fort Yukon, AK 99740

Ph: 907-662-2587 Fax: 907-662-3333

www.catg.org

TITLE: MEDICAL ASSISTANT- PART TIME (1:00PM-5:00PM)

JOB SUMMARY

Provides assistance to the Yukon Flats Health Center medical providers with routine and emergency patient care.

MAJOR DUTIES AND RESPONSIBILITIES

Obtain accurate vital signs and weights on all patients, documents vitals weights on chart and graph children's weight on growth chart.

Performs diagnostic tests such as: chemistries, hematology, cultures, urinalysis, X-rays, EKG's, etc.

Handles lab specimens.

Assists medical providers with routine and emergency patient care.

Assists with therapeutic measures, i.e., medications, cast application, dressings, etc.

Acts as escort for medivac patients when deemed appropriate by providers.

Perform chart reviews for currency of vaccinations of all patients.

Maintain patient care areas i.e., exam, emergency room, ordering and stocking supplies.

Pharmaceuticals.

Medical Assistant will not diagnose or initiate treatment.

Ability to work under stressful situations.

Ability to work with minimal assistance.

Other responsibilities and duties as assigned by Clinic Director.

KNOWLEDGE AND SKILLS

Knowledge of customer service concepts and practice.

Knowledge of privacy laws and regulations and to maintain strict confidentiality.

Knowledge of basic medical terminology and clinic systems.

Skill in written and oral communication.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in operating office equipment such as copiers and fax machines.

Skill in maintaining and updating clinical schedules.

Skill in establishing and maintaining cooperative working relationships with others.

MINIMUM EDUCATION QUALIFICATIONS

High School Diploma or GED Equivalency.

MINIMUM EXPERIENCE QUALIFICATIONS

Non-Supervisory: 2 (two) years' experience Medical experience required i.e., strong understanding of normal values, with current CPR Certification . An equivalent combination of relevant education and/or training may be substituted for experience.

OTHER

Preference will be given to individuals with knowledge of the people and communities of the Yukon Flats region, with previous experience living and working within such a region, working with tribal service delivery, and with demonstrated written and verbal communications skills. Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

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:	CATG Clinical Director
Classification:	Regular Part time- NO BENEFITS
Salary:	DOE
FLSA:	Non-Exempt
Approved Date:	March 10, 2015
Position Closes:	OPEN
Contact:	Andrea Thomas, CATG HR Manager 907-662-7534