

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Certified Medical Assistant (**Half-time**)
POSITION NUMBER: 02398
DEPARTMENT: Nursing
LOCATION: 701 Packerland Drive Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Nursing Supervisor
SALARY: NE08 \$12.13/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 20, 2012
CLOSING DATE: Until Filled
Transfer Deadline: January 27, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under the direct supervisor of the EHN RN and/or supervisor (RN) assists with health screening, drug/alcohol testing, provides direct patient care and performs procedures of a routine nature as dictated by established clinical protocol. Maintain confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with direct patient care procedures and related tasks; obtaining patient histories, vital signs, and assist with medical examinations.
2. Perform routine procedures; venipuncture, wound care, and sterile dressing changes.
3. Maintain stocks of vaccines and medical supplies as necessary.
4. Advise patient on specified medical issues within established parameters.
5. Schedule and monitor patient appointments; may coordinate routine office activities and administrative functions in support of unit activities.
6. Practice safety, environmental, and/or infection control methods.
7. Obtain accurate demographic, update information on computer system.
8. Administer TB skin testing/assessments, immunizations and perform blood pressure, blood sugar and cholesterol screenings.
9. Maintain accurate record and filing system for patient charts. Ensure that they are up to date with all procedures.
10. Properly label specimen and record, store and transport all specimens to proper area.
11. Contribute to a team effort and accomplishes related results as required.
12. Perform and documents drug and alcohol testing per protocol.
13. Perform phlebotomy procedures which include venipuncture, obtain blood specimen and centrifuge according to procedures.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. May be required to become certified and assist in teaching CPR and First Aid to employees; and Automatic External Defibrillator.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, hear and walk.
2. Occasionally stand, stoop, kneel, crouch, crawl; lift and/or move up to fifty (50) pounds.
3. Work is generally performed in an office, clinic with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis.
4. Evening and/or weekend work and extended hours and irregular shifts may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of patient care charts and patient histories.
3. Knowledge of inventory management practices.
4. Knowledge of related accreditation and certification requirements.
5. Knowledge of outpatient clinical administrative procedures.
6. Skill in preparing and maintaining patient records.
7. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
8. Ability to perform standard clinical procedures according to established protocols.
9. Ability to perform routine invasive procedures, such as venipuncture in accordance with established clinical protocol.
10. Ability to schedule appointments.
11. Ability to observe and record symptoms, reactions, and progress.
12. Ability to react calmly and effectively in emergency situations.
13. Ability to maintain quality, safety, and/or infection control standards.
14. Ability to clearly communicate medical information to professional practitioners and/or the general public.
15. Ability to communicate effectively in the English language, both verbally and in writing.
16. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
17. Ability to work both independently and in a team environment.
18. Ability and willingness to provide strong customer service orientation.
19. Ability to demonstrate excellence in everything, and continually seek improvement in results.
20. Must maintain current CPR Certification through AHA or ARC.
21. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
22. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Tribes Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

25. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
26. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Degree or GED; Certified Medical Assistant.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**