



**SUSANVILLE INDIAN RANCHERIA
LASSEN INDIAN HEALTH CENTER
795 JOAQUIN STREET
SUSANVILLE, CA 96130**

POSITION ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	March 5, 2019
CLOSING DATE OF ANNOUNCEMENT:	March 15, 2019
POSITION TITLE:	Certified Medical Assistant
SUPERVISES:	No
STARTING SALARY:	\$17.47/hr.
GRADE:	9
POSITION CLASS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Temporary Emergency Hire
HOURS:	Full Time (40 per week)
SUBJECT TO P.L. 101-630:	Yes

GENERAL STATEMENT OF RESPONSIBILITY:

The Medical Assistant performs administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments and maintaining medical records for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC RESPONSIBILITIES:

1. Record patients' medical history, vital statistics, or information such as test results in medical records.
2. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
3. Interview patients to obtain medical information and measure their vital signs, weight, and height.
4. Show patients to examination rooms and prepare them for the physician.
5. Prepare and administer medications as directed by a physician.
6. Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
7. Explain treatment procedures, medications, diets, or physicians' instructions to patients.

8. Clean and sterilize instruments and dispose of contaminated supplies.
9. Perform routine laboratory tests and sample analyses.
10. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent from an accredited school required.
2. Current certification from a recognized Medical Assistant Training Program.
3. One to three years' experience.
4. Current First Aid/ CPR certification from recognized program.
5. Must have a valid driver's license.
6. Must pass P.L. 101-630 background check.
7. Must pass pre-employment drug test and agree to random drug testing.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work requires minor physical exertion such as short periods of standing, walking, some recurring bending, crouching, stooping, stretching, reaching, or similar activities, such as setting up displays, moving tables, etc.
2. **WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as body fluids. Employees may be required to use personal protective equipment such as masks, gowns, goggles, gloves, or shields.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Susanville Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.

- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
 3rd Preference: Non-Native applicant.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma or College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to nmerkle@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.