



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: December 21, 2022

CLOSING DATE OF ANNOUNCEMENT: Until Filled
First Cut-Off Date January 4, 2023
Second Cut-Off Date January 18, 2023
Third Cut-Off Date February 1, 2023

POSITION TITLE: Certified Medical Assistant/Community Health Representative (CMA/CHR)

SUPERVISES: No

STARTING SALARY: \$20.11 to \$25.13 depending on experience

GRADE: 10

FLSA STATUS: Non-Exempt

NUMBER OF POSITIONS: 1

STATUS: Permanent

HOURS: Full Time

BENEFITS: Highly competitive package **See below*

SUBJECT TO P.L. 101-630: Yes, This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Certified Medical Assistant (CMA) maintains patient flow to ensure patient care in an orderly and timely manner. Prepares the patient for the Physician or mid-level Provider and assists with treatment and exam. Performs and assist with procedures in accordance with the California Medical Board regulations for Certified Medical Assistants. Assigned other duties such as laboratory procedures, maintains medical supplies and maintains treatment rooms and equipment.

The Community Health Representative (CHR) will serve as a liaison advocate for Native Americans residing in Lassen County. The goal of the CHR is to promote community health by education to increase health awareness. The CHR will assist eligible clients in gaining access to and utilization of health provider resources.

CERTIFIED MEDICAL ASSISTANT:

- Meets with medical staff daily to review and plan the care for patients to be seen.

- Provides the providers with the appropriate paperwork, orders, referral forms, exam forms, etc., to help facilitate efficiency.
- Prepares the patient in the exam room and keeps them informed of any delays by the provider.
- Prepares the exam rooms for the providers and assists in patient care procedures.
- Conducts vital signs, allergies and healthcare screening and documents the readings in the EMR.
- Performs procedures including visual acuity, EKG, and audio screenings.
- Performs clinic lab Point of Care Tests (POCT).
- Performs phlebotomy and skin puncture procedures.
- Prepares lab order and processes blood tests, culture, biopsies and other specimens for storage and transport to outside lab for testing.
- Performs administration of medications injections.
- Keeps inventory of supplies, equipment and maintains adequate supply for exam rooms.
- Checks medication refrigerator temperature daily and records. Reports out of range temperatures to supervisor.
- Participates in meetings and trainings.

COMMUNITY HEALTH REPRESENTATIVE:

- Identify and locate Native American Indians in the service area.
- Assist eligible Native American Indian families in the service area to register at Lassen Indian Health Center.
- Promote the early detection of disease and injuries, and positive health activities/lifestyles.
- Identify health and social needs via home visits and provide referrals to the appropriate resource agencies.
- Provide and participate in health education activities to promote improved self-help and health promotion/disease prevention of Native American Indians.
- Document communication with other health, social, economic, and private providers to ensure continuity of care to eligible Native American Indians.
- Document findings of individual contacts in CHR health reports, medical and/or dental records using current format and flow sheets.
- Protect patient records and information related to services provided or requested, by practicing patient confidentiality and HIPAA requirements.
- Transport patients when Transportation Aide is not available, no other transportation can be arranged and/or in emergency situations. Ensure that all occupants are in appropriate auto safety restraints.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to follow instructions.
- B. Ability to interact with patients and understand cultural differences.
- C. Ability to work with minimum supervision.

D. Ability to make decisions under stressful situations.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must be a Certified Medical Assistant or able to obtain within six (6) months.
7. Must have a Phlebotomy Certification or able to obtain within six (6) months.
8. Three (3) to twelve (12) months of similar or related experience i.e., a Certified Nurse Assistant.
9. Must be customer service oriented and able to cooperate with other staff members.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough, uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory, and industrial chemicals, or confined, dirty, and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, 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.

- Display respect and understanding of Susanville Indian 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: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

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 **AND** 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 certifications 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.

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 ramador@sir-nsn.gov or faxed to (530) 251-1895 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.