



# **Nevada Urban Indians, Inc.**

## **RECRUITMENT ANNOUNCEMENT**

### **FOR**

# **MEDICAL ASSISTANT**



Under the supervision of the Medical Operations Manager, the Medical Assistant is responsible to perform clinical duties under the direction of Medical Provider. Additional responsibilities include scheduling appointments and maintaining medical records. Clinical duties include taking and recording vital signs and medical histories, preparing patients for examination, and administering medications as directed by Medical Provider.

#### Minimum Qualifications:

Graduation from high school or equivalent education with a current Medical Assistant Certificate from an accredited teaching establishment and 1 year of related work experience in a **family practice** medical setting. Bilingual and CPR certification at time of appointment and for continued employment is required.

If you are interested in applying for this position, please visit our website to complete a job application at [www.nevadaurbanindians.org](http://www.nevadaurbanindians.org)

Non-Exempt, 32 hours a week, salary negotiable, plus benefits

Bilingual Preferred

Closing Date: Open until filled

*Nevada Urban Indians, Inc. is a nonprofit organization committed to promoting American Indian/Alaskan Native culture, health, and well-being...*