



NEVADA URBAN INDIANS, INC **JOB ANNOUNCEMENT**

POSITION TITLE: Medical Assistant

STATUS: Part/Full Time (32-36 hours per week, Non-Exempt). Health insurance benefits at no cost will be available for employee who works 30 hours+/week

LOCATION: Reno

POSTING PERIOD: Open Until Filled

HOW TO APPLY: Submit a completed employment application, resume, cover letter, copy of Medical Assistant certificate, copy of current CPR card/certificate, and copy of diploma to the address, fax, or email below. Job application is available on our website

POSITION: 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 medical setting. Bilingual and CPR certification at time of appointment and for continued employment is required.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of driver license and proof of auto insurance.

PHYSICAL DEMANDS: Work is performed in a standard medical office environment. May require sitting and/or standing for prolonged periods of time; moderate or light lifting of objects up to 25 pounds; dexterity in use of hands and fingers in times of extended use of a computer keyboard in data entry and/or repetitive correspondence or documents; exposure to computer screens. Use of modern office equipment, including but not limited to: telephone, computers, printers, scanners, calculators, photocopiers, facsimile and postage machines, recorders, etc.

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but not limited to, the following:

- Assists Medical Provider in exam rooms
- Administer injections as directed, under the supervision of the Medical Provider
- Escort patients to exam rooms, interviews patients, measure and record on the chart the patient's vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart by utilizing computer in exam room
- Give instructions to patients as instructed by Medical Provider

- Maintain medical records, ensure that all related reports, labs and information are presented to the Medical Provider for review, and are filed in patient chart **prior** to their appointment
- Keep exam rooms disinfected in between patients, stocked with adequate medical supplies
- Responsible for operating the autoclave, ensuring proper sterilization procedures for all clinical areas and medical equipment
- Document all clinical data and patient interaction in E.H.R. by the end of the day
- Take telephone messages and provide feedback and answers to patient/Medical Provider/pharmacy calls
- Phones in prescriptions to pharmacy as directed by Medical Provider
- Triage and process messages from patients and front office staff to Medical Provider
- Maintains all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.)
- Conduct monthly inventories of all medical supplies, medications, and vaccines as well as ordering the clinic supply with prior approval from the Medical Operations Manager
- Schedules appointments to outside medical facilities as directed by Medical Provider to schedule tests and/or admissions
- Follows up with patients to assure compliance to Medical Provider's orders/directives, including scheduling follow up appointments
- All other duties as assigned

SPECIAL NOTE: NUI is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency. (*Title 25, U.S.C. 472 & 473 & Title VII, Section 703 (i) of the Civil Rights Act of 1964*)

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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