



**THE COQUILLE INDIAN TRIBE
CLOSES FRIDAY, NOVEMBER 18 AT 5:00 PM**

Job Title: CLINIC ASSISTANT
Department: Community Health Center/Direct Care
Reports to: Clinic Nurse Manager
FLSA Status: Full-Time Non-Exempt
Salary: \$15.03 to \$18.60 per hour, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Clinic Nurse Manager, the Clinic Assistant will assist the medical providers in caring for patients. In addition, this position may provide relief for receptionist and/or clinical assistant during staff vacations, illnesses, trainings, etc. Some days could be scheduled in advance to cover planned staff time off. Other days will require flexibility with no advance notice to cover illnesses and emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receive, greet and direct visitors.
2. Clean exam and procedure rooms and stock room supplies between patients.
3. Communicate with patients on a regular basis and record messages and route messages to appropriate staff.
4. Review the electronic health record to assess patient's attention to preventative care and chronic disease management; including but not limited to care guidelines and immunization records. Process and update electronic health records as necessary.
5. Enter the medical intake into the electronic health record; including chief medical complaint, screen for tobacco use, vital signs, and competencies including height, digital weight, digital blood pressure, digital temperature, and documentation of allergies.
6. Set-up and assist Family Nurse Practitioner (FNP) or Medical Doctor (MD) in outpatient office procedures. Break down the area following the procedure.
7. Operate the electronic health record to make appointments, process referrals, enter diagnostic orders and perform other tasks as assigned by medical providers.
8. Screen for age-appropriate vaccines using Oregon State Alert Program.
9. Complete orders for diagnostic studies and referrals.
10. Make appropriate internal referrals to other team members or provide the necessary service under the direction of the Family Nurse Practitioner and Medical Director.
11. Assist providers with prescriptions for pharmaceuticals and durable medical equipment; including processing prior authorization forms.
12. Perform assignments pertaining to Quality Improvement projects in the direct care department.
13. Communicate with patients by telephone to explain test results, treatment/care directions, and referral information.
14. Operate the Health Center medical multi-line phone system and route incoming calls to appropriate individuals and/or departments. Cover Community Center multi-line phone system when necessary.
15. Perform other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to operate an electronic health records system and/or electronic patient management system.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Knowledge of medications and injection procedures.
5. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
6. Knowledge of regulations on the confidentiality of medical records (HIPAA).
7. Knowledge of medical terminology.
8. Knowledge of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
9. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.
10. Ability to make decisions independently in accordance with established policy and procedures.
11. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

MINIMUM QUALIFICATIONS

1. High school graduate or equivalent required.
2. Multi-line phone experience required.
3. Knowledge of medical terminology required.
4. Computer experience and knowledge of Microsoft Office Suite (Word, Outlook, etc.) required.
5. Previous experience working in a medical office and assisting medical providers preferred.
6. Experience with patient scheduling system and electronic health record strongly preferred.
7. Phlebotomy and immunization experience preferred.
8. Education and/or certification as a C.M.A., C.N.A., Phlebotomist or Lab Technician preferred.
9. Experience with Electronic Health Record and Electronic Patient Management required
10. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.

Visit www.coquilletribe.org for an application

Or

Contact HR at 541-756-0904.

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459