



**THE COQUILLE INDIAN TRIBE
CLOSES TUESDAY, NOVEMBER 8, 2016 AT 5:00 PM**

Job Title: Health Technician
Department: Community Health Center/Direct Care
Reports to: Clinic Nurse Manager
FLSA Status: Full-Time Non-Exempt
Salary Grade: \$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 Coquille Indian Tribe (CIT) Clinic Nurse Manager, assists in providing the highest level of quality direct patient care to Native Americans and non-native patients of the Coquille Health Clinic (CHC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop work plans with the Medical Director (MD) and/or Family Nurse Practitioner (FNP).
2. Provide relief telephone triage in the absence of the Clinic RN.
3. Perform patient vital signs functions such as blood pressure readings, height and weight measurements; collect specimen samples, phlebotomy, give injections and perform EKGs.
4. Set-up and assist the FNP or MD for outpatient office procedures. Break down and sanitize the area following the procedure.
5. Accurately and efficiently maintain medical clinic supplies in a cost effective manner and within budget.
6. Administer pharmaceuticals per health clinic procedures.
7. Maintain inventory of sample medications per CITCHC Policy and Procedure.
8. Document in patient electronic health record per health clinic procedures.
9. Supervise the bio-hazardous waste program for the medical clinic.
10. Maintain Vaccines For Children (VFC) and Alert Immunization programs; maintain, store and order immunizations. Report monthly to Oregon Public Health Division.
11. Phone in prescriptions under the supervision of the MD/FNP.
12. Schedule referral appointments diagnostic testing, and specialist.
13. Follow infection control guidelines to sanitize and sterilize clinic equipment.
14. Manage the CITCHC Medical Laboratory:
 - a. Supervise appropriate storage of medications and maintain inventory in cooperation with FNP and/or MD.
 - b. Maintain records for all laboratory work.
 - c. Draw blood and obtain other laboratory samples.
 - d. Collect and process all specimens according to CITCHC laboratory procedures.
 - e. Perform all Clinical Laboratory Improvement Amendments (CLIA) waived lab tests and Quality Assurance (QA).
 - f. Maintain a patient registry for monitoring and management of Abnormal Pap Smear results.
15. 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 the work requirements that may be inherent in the job. This position may involve transporting Native Americans and non-native

patients and clients in the CHC vehicles, employee owned vehicles and rental vehicles to and from a variety of CHC functions and activities.

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.

Clinical Competencies

1. Blood Pressure
2. Pulse
3. Temperature
4. Height
5. Weight

6. Pulse Oximetry
7. EKG
8. Respirations
9. Spirometry

CLIA Waived Tests that include:

1. Blood Glucose
2. Hemoglobin A1c
3. Lipids
4. Micro-Hematocrit
5. UA – Multistick
6. Microalbumin
7. Quick Strep
8. Urine Hcg
9. Monospot
10. Occult Blood – Stool
11. Icup
12. Lead Care
13. LFT's
14. INR-COAG

Injections:

1. Intra-muscular
2. Subcutaneous
3. Intradermal
4. Venipuncture
5. Phlebotomy and handling of specimens

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.

MINIMUM QUALIFICATIONS

- A. Certified Nurse's Aide (CNA) or Certified Medical Assistant (CMA) certified in Oregon or a Licensed Practical Nurse (LPN) licensed in Oregon or).
- B. Minimum of one year experience as a CNA or LPN or a CMA.
- C. One year experience in medical office outpatient setting.
- D. Must be eligible for appointment to CHC medical staff per CHC credentialing policies.
- E. Computer experience desired.
- F. Current and valid Oregon Driver's license in good standing with no restrictions as determined by 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