



<b><u>Position:</u></b>	Medical Assistant (MA)
<b><u>Type of Position:</u></b>	Full Time, Permanent
<b><u>Immediate MA Supervisor:</u></b>	MA/Lab Supervisor
<b><u>Immediate Clinical Supervisor:</u></b>	Medical Provider(s) on duty

**Duties and Tasks:**

- Assist medical providers in caring for patients as permitted by scope of practice guidelines, experience and ability.
- Rooming patients, including but not limited to: obtaining and documenting vital signs, heights, weights, chief complaints for current visit, any pertinent history since last visit, list of medications, any allergies or other information the provider needs to know.
- Obtain and prepare specimens for lab including urine, blood and other specimens as ordered. Do QA checks on the lab tests that can be done in clinic and document.
- Prepare list of durable medical equipment for inventory maintenance and to assist in ordering supplies for the lab, patient rooms and the ER.
- Check in and stock durable medical equipment when it arrives.
- Prepare exam rooms and ER between patients including changing coverings on exam tables, ER stretchers, putting away equipment, and cleaning any soiled equipment.
- Autoclave med/surgical equipment as needed.
- Wash, dry and store towels, gowns, blankets etc., used for patients as needed.
- Ensure that ER and exam rooms are stocked with necessary supplies at all times. Notify supply personnel when levels are decreased.
- Maintain necessary logs for temps, etc., in lab and med room.
- Conduct lab quality control tests as required.
- Follow providers' directions for follow up contacts re: labs, x-rays, etc.
- Assist providers in obtaining referrals for patients.
- Takes x-rays as ordered by providers and transmits digital images to radiologists.
- Check code cart and defibrillator weekly.
- Assist in answering phone, making appointments as needed.
- Required rotating on call schedule for after hours and weekends.
- Engage in community events that foster health and showcase the clinics' dedication to supporting the community.
- Manage Vaccine Program.
- Other duties as assigned.

**Qualifications:**

We prefer candidates who have completed a Medical Assistant (MA) certification course and passed the corresponding examination. However, we are willing to provide training for the right candidate and the MA certification course must be completed within one year of hire. The



successful candidate must also complete the SAPAA certification course for drug screen specimen collection.

Proficiency in laboratory draws, IV starts, x-rays, EKGs, and conducting laboratory tests during emergencies is essential. Prior experience in a physician's practice or a Community Health Center (CHC) setting, with at least one year of experience, is preferred. Candidates must also be willing to learn the use of digital x-ray equipment.

Strong organizational, interpersonal, and communication skills are required, along with the ability to think quickly, prioritize tasks, and handle high-pressure situations. The role demands long hours of focused effort, particularly during the summer season.

Must be able to pass pre-employment drug test. Must be able to frequently lift/move 50+ pounds and occasionally lift/move 100+ pounds. No felony convictions or disqualifying criminal history. Must be able to pass a CMS background check. Specific vision abilities to include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The successful applicant must be willing to relocate to a remote community in Alaska.