

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: April 20, 2021

CLOSING DATE: Until Filled

MAT-PDOA MEDICAL ASSISTANT

JOB STATUS:

MAT-PDOA MEDICAL ASSISTANT

Career Field: Medical

Pay Range: \$16.11 – \$22.12 per hr.

Category: B

Status/Term: Non-Exempt, Full-time, Grant Funded

LOCATION:

Penobscot Nation

Health Department

Classification: Full-time, Regular

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Certified Medical Assistant (C.M.A.). 1-2 years of experience in a medical office setting preferred. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: MAT-PDOA Medical Assistant

Department: Health Department

Reports To: Project Director/Medical Director

Rate of Pay/Category: \$16.11 - \$22.12 per hr.

Status/Term: Full-time/Non-Exempt/Grant Funded 2022

JOB SUMMARY:

The MAT-PDOA will function as the primary medical support staff person for service delivery in the Penobscot Nation Health Department Medication-Assisted Treatment program.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Fulfills patient care responsibilities as assigned which include checking schedules and organizing patient flow; accompanying patients to exam rooms, assisting patients as needed with walking, transfers, collecting specimens, etc. Collecting patient history; performing screening per provider guidelines, assisting physicians/nurses with various procedures; charting; relaying instructions to patients/families; answering calls and providing pertinent information. Fulfills clerical responsibilities as assigned which may include; sending/receiving patient medical records, hospital notes, referral information, etc.; completing forms/requisitions as needed; scheduling appointments; managing charts to ensure information is completed and filed appropriately. Order drugs as needed. Fulfills organization responsibilities as assigned. May include respecting/promoting patients' rights, sharing problems related to patients and/or staff with immediate supervisor quickly. Assist in receiving, logging, and collection laboratory specimens. Prepares specimens for technical testing as appropriate. Be responsible for following confidentiality procedures as outlined by HIPAA. Answer phones and return calls promptly. Prior authorizations for medications for insurance purposes.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Certified Medical Assistant (C.M.A.). 1-2 years of experience in a medical office setting preferred. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

Driver's license required
C.M.A. required

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Some exposure to childhood and other diseases may occur. The employee may be required to work outside normal workdays and office hours to meet operational deadlines and may be required to work in emergency situations.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request