

**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: May 17<sup>th</sup>, 2024**

**CLOSING DATE: Until filled**

**MEDICAL ASSISTANT - \$3000 Sign-On Bonus**

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**JOB STATUS:**

**MEDICAL ASSISTANT**

**Career Field: Medical**

**Pay Range: \$18.28 – \$25.11 per hr.**

**Category: A-4**

**Status/Term: Non-Exempt, Full-time**

**LOCATION:**

**Penobscot Nation**

**Health Department**

**Classification: Full-time, Regular**

**12 Wabanaki Way**

**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**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.

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**HOW TO APPLY:**

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at [www.penobscotnation.org](http://www.penobscotnation.org)
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

For further information, call 817-7306 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Medical Assistant

**Department:** Health Department

**Reports To:** Medical Program Coordinator

**Rate of Pay/Category:** \$18.28 - \$25.11 / A4

**Status/Term:** Non-Exempt / Full-time (40 hours)

**Sign-on Bonus:** \$3,000.00

### ***JOB SUMMARY:***

Responsible for assisting providers with patient care, clerical, environmental and organizations tasks such as chart management. Provider information to patients so they may fully utilize and benefit from clinic services. Conveys a positive image of the clinic.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Fulfills patient care responsibilities as assigned which include checking schedules and organizing patient flow; accompanying patients to exam rooms, administering injections, assisting patients as needed with walking, transfers, dressing, collecting specimens, preparing for exam, 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; obtaining lab/x-ray reports, hospital notes, referral information, etc.; completing forms/requisitions as needed; scheduling appointments, managing charts to ensure information is completed and filed appropriately. Order vaccines and drugs as needed.
- Fulfills environmental responsibilities as assigned which may include setting up instruments and equipment according to department protocol, cleaning exam rooms, instruments and equipment between patient visits to maintain infection control, cleaning sterilizer according to schedule maintenance program and keeping appropriate records; order, sorting, storing supplies, restocking exam rooms.
- 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.
- Administration of immunizations to patients of all ages, including review of state database records to ensure children are receiving all age-appropriate immunizations.
- Prior authorizations for medications for insurance purposes.
- Maintain SDS database with up-to-date information and adhere to treatment protocols for exposure.

**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.

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

State of Maine Driver's License

C.M.A. (AAMA)

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

Candidate must be able to fulfill all physical responsibilities of the position with reasonable accommodation.

***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.***