

**Office of the Chief and Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation**

**Human Resources**

12 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

## **JOB ANNOUNCEMENT**

**Opening Date:** May 23, 2025

**Closing Date:** June 5, 2025

### **Position: Medical Assistant**

**Department:** Health Department

**Reports To:** Medical Program Coordinator

**Pay Range:** \$19.27 - \$26.47

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

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

**Location:** 12 Wabanaki Way. Indian Island, ME 04468

### **Job Summary:**

The Penobscot Nation is seeking a dedicated and compassionate Medical Assistant to join our Health Department team. The Medical Assistant is 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.

### **Qualifications Required:**

- Certified Medical Assistant (C.M.A.).
- 1-2 years of experience in a medical office setting preferred.
- State of Maine Driver's License
- C.M.A. (AAMA)

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- 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.

### 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.
- Interacts professionally and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.

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- Conforms to acceptable attendance/punctuality standards as expressed in the employee handbook.
- Performs other duties as assigned.

### Physical Demands/Conditions/Requirements:

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

### How to Apply:

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at [www.penobscotnation.org](http://www.penobscotnation.org).
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).
- - For additional information, call (207) 817-7306 or email [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).

***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.***