



## Urban Indian Center of Salt Lake POSITION DESCRIPTION

**JOB TITLE:** COVID-19 MEDICAL ASSISTANT (PART-TIME)  
**SALARY GRADE:** \$14.00 -\$18.00/HR (depending upon credentials & experience)  
**APPOINTMENT:** PART-TIME (NON-EXEMPT)  
**SCHEDULE:** M-F 8:30 AM-8:00 PM (occasional weekends)  
**SUPERVISORY:** NO

**The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”**

### **SUMMARY OF WORK:**

Under the direct supervision and oversight of the Cedar Point Program Director, the medical assistant is an Urban Indian Center of Salt Lake (UICSL) healthcare professional and an essential member of the UICSL Health Care Team. The COVID 19 medical assistant is responsible for pre-visit planning, standard rooming responsibilities, assistance with procedures, testing, vaccinations and other duties as assigned. The medical assistant is instrumental in helping the client feel at ease while collaborating with the provider throughout the client's visit. The medical assistant may be required to cross train as needed to maintain optimal clinic operations. Health education, including Health Promotion/Disease Prevention (HP/DP) is a component of this position.

### **DUTIES:**

The COVID 19 medical assistant is primarily responsible for providing clinical and administrative support to the UICSL Cedar Point Wellness Department and promoting the effective flow of services in a manner that positively supports UICSL operations to ensure clinic standards and improvements are consistent with AAAHC accreditation.

### **RESPONSIBILITIES:**

- Predominantly serves American Indian/Alaska Native (AI/AN) clientele.
- Maintains cleanliness of exam rooms and restocks rooms as necessary.
- Assists in maintaining accurate records for procedures performed, tests administered, and results received (including accurately and timely documentation in the Electronic Health Record (EHR)).
- Performs vital signs for every client encounter.
- Performs routine Clinical Laboratory Improvement Amendments (CLIA) waived labs via finger stick and blood draws.
- Provides testing and immunizations for adults and children.
- Collects and processes samples for COVID-19 testing.
- Administers COVID-19 vaccinations.
- Assists in maintenance of medical records and data collection, including vaccines and testing, and lab logs.
- Assists healthcare staff with clinical reports.
- Reviews client charts with each visit and notify provider of preventative care measures needed.
- Follows nurse and physician orders as instructed.
- Sterilizes medical instruments.
- Calls-in prescriptions to pharmacies with provider supervision.
- Administers topical, oral or intramuscular medications as directed by provider.
- Participates in clinical committees, quality improvement studies, audit preparation, etc. as needed.
- Maintains client confidentiality and follows HIPAA regulations.
- Provides basic health education, including health promotion and disease prevention (HP/DP)

education.

- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent interpersonal/professional skills (e.g., ability to respectfully interact with people).
- Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
- Ability to work independently, prioritize and perform multiple tasks.
- Ability to maintain confidentiality and follow HIPAA regulations.
- Ability to understand and react with cultural sensitivity to client needs.
- Strong skills in professional networking, creating and maintaining community partnerships.
- Demonstrated ability to handle stressful and problematic situations.
- Proficient computer skills with exposure to electronic medical records systems to perform applicable functions within the EHR.
- Demonstrated strong human relations skills including effective verbal and written communication skills.
- Proficiency with Microsoft software.

#### **REQUIRED QUALIFICATIONS:**

- High school graduate or GED.
- Graduate from accredited Medical Assistant program or 1 year or more of experience in a clinical position with demonstrated core competencies in performing skills such as: injections, immunizations, EKG, obtaining vital signs, routine medication administration, aseptic technique, phlebotomy and infection control guidelines.
- Certification as a Medical Assistant preferred.
- Basic Life Support (BLS) for Healthcare Providers certification issued by the American Heart Association (AHA).
- Annual Flu vaccination.
- Obtain PPD for tuberculosis.
- Proof of immunization for MMR, Varicella, TdaP and Hep B.
- Physical Requirements and Workplace Environment:
  - Ability to lift, carry, push and pull up to 35 pounds.
  - Ability to use routine office equipment such as computer and telephone.
  - Ability to stoop, kneel, bend, crouch and reach.
  - Sufficient near-vision to be able to read documents and computer screen.
  - Ability to comprehend both oral and written communications.
- O.S.H.A. Category 1: All procedures or other job-related tasks involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues or a potential for spills or splashes of these fluids.
- HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to client's protected health information, including the client's entire medical record, for client care purposes.
- A genuine respect for AI/AN values, customs, and practices.
- Must have valid Utah driver's license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.

#### **OTHER SIGNIFICANT FACTORS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands

and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.

Work is performed in an office environment utilizing various office equipment including, but not limited to, a computer, copy machine, fax machine, and multi-line phone. Ability to communicate effectively over the telephone, by computer and in person. Ability to perform well in a fast-paced work environment.

*Note: All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.*

*This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.*

*Employment at the Urban Indian Center of Salt Lake (UICSL) is on an at-will basis, which means that your employment may be terminated by you or UICSL at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. UICSL reserves the right to change, replace, withdraw or deviate from any of the guidelines contained in this Job Description without prior notice.*

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.*

*\*Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*