



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: MEDICAL ASSISTANT

Division:	Clinical Operations	Supervisor:	Director of Clinical Operations
Job Code:	CLN-004	Classification:	FT, Non-Exempt
Wage Scale:	NE-08 (\$20.53 to \$27.98) per hour	Effective Date:	6/20/2023
Hours/week:	40	Revised Date:	

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Reporting to the Clinic Manager, the Medical Assistant is responsible for pre-visit planning, standard rooming responsibilities, assistance with procedures, 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.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Perform vital signs for every client encounter.
- Perform routine CLIA waived labs via finger stick and blood draws.
- Provide immunizations for adults and children.
- Assist in maintaining accurate records for procedures performed, tests administered, and results received (including accurate and timely documentation in the EHR).
- Assist in maintenance of medical records and data collection, including vaccine and lab logs.
- Review client chart on each visit and notify provider of preventative care measures needed.
- Follow nurse and physician orders as instructed.
- Sterilize medical instruments.
- Call-in prescriptions to pharmacies with provider supervision.
- Administer topical, oral, or intramuscular medications as directed by provider.
- Maintain client confidentiality and follow HIPAA regulations.
- Perform other duties as assigned and agreed to with the Clinic Manager, Medical Director and/or Director of Clinical Operations.



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MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	High School graduate or GED
Experience: <input type="checkbox"/>	1-year Medical Assistant experience in an Outpatient health setting
Certifications/Licensure: <input type="checkbox"/>	N/A
Other: <input type="checkbox"/>	N/A

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Associate degree or graduation from a Medical Assisting program
Experience: <input type="checkbox"/>	2-3 years Medical Assistant experience in an outpatient setting
Certification/Licensure: <input type="checkbox"/>	Certified Medical Assistant
Other: <input type="checkbox"/>	a) Phlebotomy certification
	b) Experience with Electronic Health Records (eClinicalWorks preferred)

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of electronic health record systems
<input type="checkbox"/>	Knowledge of child and adult vaccine recommendations
<input type="checkbox"/>	Knowledge of outpatient clinic best practices
<input type="checkbox"/>	Evidence of competency with common office software (e.g., Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with patient care
<input type="checkbox"/>	Evidence of competency with electronic health records
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics of interpersonal effectiveness and conflict resolution
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position require an awareness of technical details and the ability to problem solve programmatic issues as needed. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. There are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*



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Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY:	Alan Barlow, Executive Director	SIGNATURE:	
APPROVED BY:		NEXT REVIEW:	December of 2024



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the **Medical Assistant** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: