



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

TITLE: Medical Assistant

SALARY: \$24.00 or Depending on Experience

OPEN: May 01, 2025

CLOSE: May 15, 2025

LOCATION: Duckwater, Nevada

DEFINITION:

Under the direct supervision of the Assistant Health Manager, provides assistances to the provider in delivering health care services to patients/residents of the Duckwater Shoshone Reservation and the outlying areas, including routine, emergency and specialized services.

DUTIES AND RESPONSIBILITIES:

1. Responsible to screen all patients taking and recording vital signs, weight and chief complaint.
2. Responsible to assist with clinical procedures, facilitating the flow of patients through the clinic.
3. Reviews medical records to keep immunizations up-to-date, create problem lists and other required documentation as needed.
4. Administers routine oral, rectal or injection medications.
5. Performs routine laboratory tests such as urinalysis and basic blood work.
6. Sterilizes equipment for the clinic.
7. Prepares exam rooms for patient and doctor.
8. Determines patient care needs and directs patients accordingly.

Medical Assistant

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9. Maintains provider schedules and assists with schedule changes as necessary.
10. Documents information regarding all performed procedures in medical records.
11. Responsible to submit required reports as necessary.
12. Responsible to serve as liaison between the community and the health clinic.
13. Responsible to assess and identify individual and family medical needs and initiate measures to meet these specific needs.
14. Responsible to bill non-eligible patients.
15. Responsible to maintain confidentiality in accordance with HIPAA (Health Insurance Portability and Accountability Act), Indian Health Service Privacy Act, and adhere to all Health Department and Tribal Policies; all federal acts and regulations including but not limited to Adverse Incident Reporting Policy.
16. Responsible to perform other duties as assigned by the provider or Health Manager.

QUALIFICATIONS, EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Must High School Diploma or Equivalent (GED)
- Must possess valid certification as Medical Assistant.
- Must have understanding of medical terminology and practices.
- Must have excellent verbal and written communication skills.
- Must be able to become a valuable and dependable asset to the health care team.
- Must have knowledge of medical records documentation requirements.
- Must have knowledge of medical instruments and supplies
- Must have knowledge and ability to perform CPR and emergency care procedures.
- Must have ability to maintain patient confidentiality.
- Must maintain courteous and respectful approach towards patients, visitors and fellow staff
- Must be bondable and have no felony or criminal misdemeanor conviction.
- Must be able to pass a drug screening.
- Must be able to pass a thorough background investigation.
- **Must have Nevada State issued Driver's License and be insurable under the Duckwater Shoshone Tribe's insurance policy. If a Driver's License does not accompany application, the applicant will not be considered**

INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at www.duckwatertribe.org

Applications must include a cover letter, resume, driver's license and a complete application. If those are not attached or completed: Applicant will not be considered.

Applications may be:

Mailed to: Duckwater Shoshone Tribe
Attention: Shalene Mike-Collins, Human Resources Director
P.O. Box 140068
Duckwater, Nevada 89314

Emailed to: hr.enroll@duckwatertribe.org

Hand delivered to: Duckwater Shoshone Tribe – Shalene Mike-Collins, Human Resources Director
511 Duckwater Falls Road
Duckwater, Nevada 89314