



MP'KMAQ NATION
Job Announcement

TITLE: Medical Assistant-Medically Assisted Treatment/Telehealth

CLASSIFICATION: Part-time/Non-exempt/Hourly

SUPERVISORY: No

IMMEDIATE SUPERVISOR: Clinician and Behavioral Health Practice Manager

SALARY: \$19.00-\$23.00 (\$39,520-\$47,840/yr.)

SUMMARY OF POSITION: The Medical Assistant will work interdependently with behavioral health professionals and healthcare professionals in the behavioral health outpatient administrative and clinical setting. Educated and trained to perform both administrative and clinical skills in the medical care environment, in addition to being aware of the harm reduction model in relation to substance use and treatment with Medically Assisted Treatment hereinafter, (MAT). Individual will coordinate services with telehealth providers, Tribal partners and outside pharmacies. Regular and reliable attendance necessary.

EDUCATION (AND PERTINENT EXPERIENCE): High School diploma or GED with formal education in medical assisting. Associates degree (preferred).

LICENSES OR CERTIFICATIONS: Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA).

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: The ability to work independently or in a group is a required. Work collaboratively with clinical and non-clinical staff, patients, patients' families and Tribal programs. Knowledge of MAT and harm reduction interventions for Opioid Use Disorder, as well as other substance misuse. Knowledge or willingness to learn about local substance use and social service resources, assist in connecting clients to these resources. Knowledge of how to use and regulate medical and telemedicine equipment. Knowledge of medical terminology to record information on the patient's medical record. Complete case reviews in connection with medical and behavioral health staff in coordination of MAT and telehealth related functions and duties.

WORKING CONDITIONS: Work is performed in a behavioral health outpatient care setting, Tribal and community buildings and patient homes. Work requires long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. There is common exposure to contagious and infectious disease occasionally. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors. Patients may be in all stages of change.

FUNCTIONS/TASKS:

Medication Assisted Treatment/Telehealth:

1. Assists MAT prescriber in documentation collection (SOWS, COWS, Clinical Agreement for Suboxone, etc.) related to intake and ongoing treatment of patients in treatment program. Interviews patients and completes SPARS data collection tool as required by the Substance Abuse and Mental Health Services Administration (SAMHSA), or other grant requirements.
2. Supports patients in urine drug screens, rooming, and program adherence measures.
3. Coordinates clinical information between MAT prescriber and onsite clinical staff.

4. Supports patients through attending case reviews which includes clinical discussion, and administrative tasks such as scheduling and following up with the pharmacy in relation to prescription from MAT or telehealth provider.
5. Answers telephones politely, evaluating and responding to patient problems and questions, relays information to the appropriate provider.
6. Assists, when needed, with coordination regarding social services such as housing, food, and applying for additional resources as directed by other program providers.
7. Prepares tele-health rooms for MAT, psychiatry or other behavioral health services. Cleans rooms, equipment, and furniture. Disposes of waste material in proper containers. Reports defective supplies and equipment to the supervisor.
8. Takes and records temperature, pulse, respiration, blood pressure, height, and weight in the patient's medical record on the appropriate forms. Reports deviations from the normal.

General:

1. Answers phones, schedules appointments, prior authorizations (services and medication) and data entry. Prepares correspondence for patients. Purchasing and maintaining supplies and equipment as needed.
2. Documents pertinent data on the patient's electronic health record in accordance with medical records policy and procedures.
3. Reminds patients about schedules appointments via telephone or by preprinted letters.
4. Escorts and accompanies patients in wheelchairs and assist patients in locating appropriate services within the facility.
5. Attends mandatory in-service, participates in performances, improvement studies and staff meetings.
6. Actively works to maintain and meet GRPA standards, Diabetic Standards, and Accreditation standards.
7. Maintains standards for HIPAA, Infection Control, Privacy Act, MHD and MN policies.
8. Provides and assists in the provision of emergency treatment, maintaining a current CPR/First Aid certification.
9. Practice OSHA standards disposing biohazard waste according to OSHA.
10. Performs other duties as assigned.

If you are interested in applying for this position you **must submit a completed job application; A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).**

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: OCTOBER 5, 2022

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.