



## MI'KMAQ NATION POSITION DESCRIPTION



**TITLE:** Medical Assistant-Medically Assisted Treatment

**CLASSIFICATION:** Full-time/Non-exempt/Hourly

**IMMEDIATE SUPERVISOR:** Clinic Director/Primary Care Provider/MAT Program Director

**SALARY RANGE:** \$19-\$23 per hour

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications, sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of this position may change over time, according to the needs of the Micmac Health Department (MHD) and the Aroostook Band of Micmacs (hereinafter, ABM).

**SUMMARY OF POSITION:** The Medical Assistant will work interdependently with other health care and behavioral health professionals in the 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 Suboxone Medically Assisted Treatment hereinafter, (MAT). To provide quality assistance to medical and nursing staff in the patient care areas as needed. The Medical Assistant is directly responsible to the Clinic Director as well as the Behavioral Health Provider who coordinates the MAT program.

**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:** Ability to be proficient in the use of Electronic Health Record. Knowledge of MAT and harm reduction interventions for Opioid Use Disorder, as well as other substance misuse. Willing to explore further training opportunities for MAT and substance misuse topics. Knowledge or willingness to learn about local substance use and social service resources and ability to assist in connecting clients to these resources. Knowledge of standardized curriculum and skills sufficient to perform procedures requiring considerable training and experience to carry out Medical Assistant services and resolving recurring problems. Knowledge and skill sufficient to understand and properly use equipment, materials, and supplies in a variety of diagnostic and treatment procedures that support specialized nursing assistant services for patients for the purpose of understanding and carrying out assigned instructions. Knowledge and skill sufficient to observe the patient's physical and emotional reactions to medical assistant services, treatment and equipment. Knowledge of how

to use and regulate medical equipment. Knowledge and skill sufficient to provide and gather information on the human body structure, function, diseases, health promotion and disease prevention; and the treatment procedures supporting patient documentation and teaching; and goals for assigned patients for the purpose of communicating with the patients and nursing/medical staff members.

Knowledge of general safety, infection control and save patient findings to nursing and medical personnel. Knowledge of medical terminology to be able to record information on the patient's medical record. Ability to complete case reviews in connection with medical and behavioral health staff in coordination of MAT related functions and duties.

**WORKING CONDITIONS:** Work is performed in an 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:**

1. Assists MAT prescriber in documentation collection related to intake and ongoing treatment of patients in treatment program.
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 prescriber.
5. Assists, when needed, with coordination regarding social services such as housing, food, and applying for additional resources as directed by other program providers.
6. Prepares tele-health rooms, examination rooms and tables for patient use. Cleans instruments, equipment, and furniture. Disposes of waste material in proper containers. Reports defective supplies and equipment to the supervisor.
7. 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.

##### **Medical:**

1. Review patient's medical records (chart prep) before appointments according to established screening protocols. Assures all reports and forms needed for the visit are in the medical record or available for use by the medical provider or nurse.
2. Takes and records temperature, pulse, respiration, blood pressure, height, weight, head circumference and visual acuity on the patient's medical record on the appropriate forms. Reports deviations from the normal.
3. Collects labels and records patient specimens via venipuncture or other sources and assist patients to collect specimens.
4. Perform documentation, and patient teaching under physician or nursing direction.
5. Performs medical procedures & duties such as taking medical histories, explaining treatment procedures to patients, 12-lead EDG, pulse oximetry, spirometry, preparing and administering medication, change dressings, applying bandages, removing sutures, authorizing prescription refills as directed and other first aid procedures as directed with physician authorization.
6. Assists the physician, nurse practitioner or nurse in examination of patients by positioning, draping, and assembling instruments and supplies.
7. Instructs patients on their role during procedures, reemphasizing the instructions of medical providers and nurses. Provides pre-printed patient care instructions and maintenance of medical supplies and equipment dispensed to patients.

**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 ABM 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.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

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, a cover letter and a resume, *and* 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](http://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: **November 6, 2024**

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

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[bdiamond@micmac-nsn.gov](mailto:bdiamond@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.**