

Helena Indian Alliance

Job Description

Date:

Position Title: Medical Assistant

Name of Employee:

Reports to: Clinic Coordinator

Duties and responsibilities:

- Assist with clinic patients as needed.
- Coordinates with providers of the Leo Pocha Health Clinic in order to provide clinical care.
- Other duties as assigned by Clinic Coordinator.
- Communicates using appropriate protocol.
- Performs other special projects and tasks as assigned.
- Maintains confidentiality of patient, institutional and staff information.
- Adheres to professional and legal standards.
- Participates in meetings and projects.
- Able to perform all duties in a timely manner.

Knowledge, skills and abilities:

- Knowledge of general clinical practices.
- Ability to establish working relationships with staff, patients/families and public.
- Ability to assess available resources to provide patient care.
- Ability to accurately take all vital signs
- Perform EKG, phlebotomy and CLIA waived tests.
- Must have good spelling, grammar and ability to correctly document patient encounters
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Education/Experience:

The minimum qualifications for this position are gained through certification.

- Must possess a valid State of Montana MA certification.

