



Cow Creek Government Office

Behavioral Health Certified Medical Assistant

Job Code: 2415
Department: CCH&WC
Location: Roseburg, OR
Hourly Wage: \$22.04 - \$23.50 DOE

POSITION PURPOSE:

The Behavioral Health Certified Medical Assistant is responsible for providing high-quality, compassionate, and culturally sensitive care within their scope of practice as part of a nursing team in an outpatient primary care facility.

ESSENTIAL FUNCTIONS:

- Obtain preliminary health information and physical assessment during a patient's visit including vital signs, chief complaints, and health maintenance needs.
- Function under established procedures and medical protocols for laboratory tests and diagnostic procedures (e.g., EKG, Spirometry, Audiometry, Visual Acuity, Updraft Treatments, Tympanometry, Pulse Oximetry, and Peak Flow Measurements).
- Administers medications and assists other Medical Assistants/Nurses/Providers in therapeutic procedures (e.g., casting, suturing, wound debridement, dressing changes, etc.) within the scope of practice.
- Perform phlebotomy, specimen processing, and laboratory tests within clinic standards and under the guidance of the laboratory technician.
- Utilize and maintain laboratory equipment with adherence to all laboratory safety standards.
- Document in the patient medical record & EHR all observations, assessments, interventions, and therapeutic measures taken. Use EHR to review and process all laboratory orders.
- Coordinate follow-up patient care with ancillary services by scheduling appointments and referrals. Provides education to patients and families regarding managing medications, treatments, home care or discharge instructions, etc.

- Assist in maintaining adequate clinic supplies & equipment as well as upkeep of clinic area by maintaining a safe environment for patients & staff. Monitor equipment for repair or damage & report deficiency to the Nurse.
- Provides and/ or assists in the provision of emergency care. Implement first aid in an emergency according to emergency preparedness policies.
- Must demonstrate proven effective interpersonal communication skills.
- Screen all patients before entering the facility. Adhere to the COVID staff manual for protocols and workflows.
- Provide Covid testing and Covid vaccinations.
- Manage patient panels and quality measures with the primary care provider teams.
- Flexibility to travel between north and south clinics as needed.
- Adhere to all tribal policies outlined in the Employee Personnel Manual. Protect patient medical information within the guidelines of HIPAA policies & procedures.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED, required.
- Must have current CMA and keep current through continuing education and recertification requirements (e.g., CPR, Fire Safety, Lab Safety, etc.).
- Must perform blood draws and deliver immunizations as needed.
- Must demonstrate proficient communication skills and be able to work in collaboration with other healthcare professionals to maintain the delivery of high-quality patient care.
- Able to work independently with excellent attention to detail and quality improvement.
- Must demonstrate a working knowledge of computer applications & Electronic Health Records.