



Employee Job Description		
Position Title: Clinic Certified Medical Assistant ***\$3,000 Sign-on Bonus***		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: GS 5	Status: Full Time

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Certified Medical Assistant (CMA) assists the medical providers in providing care for neonatal, child, adolescent, adult and geriatric patients by performing nursing intake, procedures, patient education, and teaching within the position guidelines.

Essential Duties:

- Performs all clinical tasks and procedures including but not limited to rooming patients, obtaining necessary patient information to file and update patient records, vital signs, ensure all forms and consents are completed by patient and telemedicine.
- Check-out patients and assist with referral processing.
- Prepares equipment and examination rooms, and clean instruments.
- Manages patient telephone calls.
- Sets up EKG machines, administers injections and medications and perform routine specimen collection and tests.
- Promotes an environment of teamwork, customer service and positive communication.
- Assists medical provider with medical treatments, procedures, and exams.
- Manage inventory of medical supplies and stocks exams rooms with appropriate supplies.
- Perform duties in lab when lab staff is unavailable such as draw blood, run tests, document, etc.
- Complies with department and facility standards in all areas.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Assists in other positions as directed.
- Must be able to maintain confidentiality at all time.

- Attends and participates in continuing education programs as assigned.
- Attends staff meetings, interdisciplinary team meetings, in-services and committee meetings as assigned.

Physical Demands/Environment Factors:

- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Requires extensive sitting with periodic standing and walking without the use of adaptive equipment.
- Detail orientated and highly organized
- Needs adequate visual acuity, ability to grasp and handle objects.
- Requires travel in all types of inclement weather.
- Is subject to frequent interruptions.
- Engage in appropriate actions during emergency conditions (e.g. severe weather, evacuation, post-disaster etc.).

Position Qualifications:

- Current CMA Certification/licensure to practice in Wisconsin required upon hire
- Must pass a Pre-employment drug test.
- Current driver's license and a good driving record.
- Previous clinical experience preferred

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Sign-on Bonus Details:

- Total bonus: \$3,000.00 (after applicable taxes)
- Payment: \$3,000 paid on first scheduled pay date after 6 months employment
- Eligibility: Applicable to new hires only
- Terms: This bonus is contingent upon remaining employed with St. Croix Tribal Health Clinic for a minimum of 6 months.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Director of Nursing → Health Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).

EEPID	Employee Printed Name	Employee Signature
Date		

Supervisor Printed name	Supervisor Signature	Date
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Job descriptions are to be reviewed and updated annually by Position Supervisor.

Job duties are to be reviewed with employee as part of the annual evaluation and as position duties and responsibilities change.

All signatures are required.