



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Psychiatric Medical Assistant

**OPEN:** September 20, 2022

**EXEMPT:** Yes

**SALARY:**(9) \$25.09-\$28.10/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** October 4, 2022

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** LTHC-Nurses

**SUPERVISOR:** Psychiatrist

**VACANCIES:** 1

**JOB SUMMARY:** Performs duties required to assist health care professionals in the examination and treatment of clinic psychiatry patients, provides individual and group patient education, conducts basic laboratory and electrocardiogram tests, provides follow-up for patient post-treatment care, and performs a variety of clerical/administrative functions. Incumbent works under the general supervision of the Nurse Supervisor and physicians.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Observes and documents the patient's condition and vital signs into the electronic medical record. Recognizes symptomatology of common medical illnesses and accurately reports to provider.
2. Schedules, prepares, and assists provider with special procedures such as dressing applications, ear irrigations, pelvic examinations, suture placement and removal.
3. Performs basic laboratory examinations on urine and stool testing and reports abnormal laboratory values.
4. Performs venipuncture per license, 12-lead electrocardiograms including rhythm strips, pregnancy testing and throat cultures. Gives immunizations. Transports patients as required.
5. Takes patient vital signs (e.g., pulse, blood pressure, temperature, weight, and respiration) and records findings. Makes special notes and calls the physician's attention commensurate with degree of complexity.
6. Documents patient findings and correspondence in the electronic health record.
7. Assures that the appropriate patient medical chart and records (e.g., EKG strip, referral paperwork, lab & imaging reports, etc.) are ready for the physician's use. Assess the need to order "standing-order" labs (i.e., urinalysis, pregnancy, STD, etc.) based on in-take assessment.

8. Patient education during in-take assessment as well as research and provide appropriate handouts based on diagnosis and need.
9. Coordinate necessary patient transportation
10. Provide accurate information and supportive documentation to EMS personnel and 911 operators when an emergency occurs.
11. Must have the unique ability to safely multi-task concurrently with addressing the broad range of requests from the community
12. Retrieve and research patient telephone requests and work with providers to determine appropriate response
13. Review and manage providers' daily, weekly & monthly patient schedules to ensure patient care needs are anticipated prior to arrival at the clinic.
14. Work with outside agencies (i.e. hospital, specialty providers, extended care facilities, treatment centers, pharmacies, etc.) to schedule appointments, request office-visit chart notes, imaging/lab results and clarify medication orders. Prepare and provide any necessary correspondence for provider's signature.
15. Attends staff/nursing meetings as requested.
16. Assist other clinic staff members in AAAHC preparedness
17. Maintains daily general cleanliness and orderliness of the examining rooms; cleans & prepares rooms between patients; replenishes supplies weekly and as needed; disposes of contaminated waste and cleans contaminated areas. Cleans insides of exam room cabinets monthly or as needed.
18. Maintain all ancillary duties assigned (i.e., maintaining O2 tanks, fridge temperatures, Needle Stick log, sterilizing equipment/utensils, etc.).
19. Provide, organize, set-up, and take-down at special community events (e.g. Stommish, Needle Exchange, Cancer Support Groups, etc.).
20. Be willing to be trained on various psychiatry intake protocols and care coordination of patients.
21. Assist psychiatry with contingency management program and New Journeys
22. Works closely with Social Workers and Care Navigators in patient management

**MINIMUM QUALIFICATIONS:**

- Current MA license with the State of Washington, *required*
- Experience in Psychiatry, *preferred*.
- Completion of accredited medical assisting program with passage of the CMA (AAMA) certification exam, *required*.
- 1 year of direct patient care experience, *required*.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Demonstrate ability to administer medication in accordance with scope of license
- Ability to work well with a variety of personalities
- Dependable and reliable
- Demonstrate ability to make mature judgment with sensitive situations
- Knowledge and application of confidentiality and HIPAA regulations.
- Work requires regular and recurring bending, lifting, stopping and stretching while providing nursing care
- Must maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.