

**TUNICA-BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:**        **October 23, 2024**  
**FROM:**       **Human Resources Department**  
**RE:**           **Certified Medical Assistant**

The Human Resources Department is currently taking applications for a full-time Certified Medical Assistant. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at [www.tunicabioxi.org](http://www.tunicabioxi.org) and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, October 31, 2024 at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_ :\_\_\_\_\_.m.

**Date and hour removed:** \_\_\_\_\_ :\_\_\_\_\_.m.

Attachment: job ad



## CERTIFIED MEDICAL ASSISTANT JOB DESCRIPTION

<b>Job Title:</b> Certified Medical Assistant - CMA	<b>Department:</b> Health
<b>Reports to:</b> Clinical Director	<b>Employment Status:</b> Full Time
<b>Classification:</b> non-exempt	<b>Salary Range:</b> \$12 to \$22/hour
<b>Supervisory Status:</b> None	<b>Revision Date:</b> October 2024

### **Summary:**

As a Certified Medical Assistant (CMA), you will have the unique opportunity to positively and professionally impact the daily Health Department Services offered to our tribal citizens and community. You will partner with a multidisciplinary team of healthcare and administrative staff, and under the supervision of the Clinical Director will represent the department, providing routine patient intake to promote patient understanding of the health services offered. This position is responsible for on-going patient data collection and documentation and providing a variety of clinic support functions which contribute to the overall efficiency of operations. A particular focus on phlebotomy and lab collection skills is needed for this position

### **Essential Duties and Responsibilities:**

- Provide patient intake responsibilities to include greeting and assisting patients, visitors, physicians, and ancillary personnel
- Collect patient data, including vital signs, input/output and other delegated measurements in accordance with department policy and standards of care
- Initiate and carries out a variety of clerical duties associated with the treatment of patients
- Document objective data and routine aspects of patient care
- Promote continuity of care by accurately and completely communicating to other caregivers the status of patients for which care is provided
- Perform procedures and use equipment as delegated by a licensed professional, consistent with demonstrated competencies and scope of practice
- Provide necessary supplies, support, and assistance to medical staff and patients for any specific procedures under the direct supervision of licensed professionals
- Comply with department safety policies and procedures
- Ensure all protected health information is kept confidential
- Perform other, miscellaneous tasks as required

### **Competencies:**

- Ability to provide intake services and maintain open lines of communication with provider staff
- Reasonably accommodate patients based on visual observations
- Ability to consult with Tunica-Biloxi staff (including: health, housing, social services, education, police, tribal court, etc.)
- Proficient in Microsoft applications
- Exceptional organizational skills
- Clerical skills to include proper phone and email etiquette
- Effective verbal and written communication skills and interpersonal relations
- Ability to remain patient and tactful while performing a variety of repetitive tasks
- Emotional maturity and ability to avoid intrusion of personal problems on quality of services
- Familiarity with assisting with obtaining prior authorizations through insurance plans on behalf of patients

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience**

- High School Diploma or GED required
- Minimum of 5 years of clinical experience in a primary care or ambulatory setting required

### **Certificates and Licenses:**

- Must hold a current Certified Medical Assistant license in good standing with the State of Louisiana
- Any disciplinary findings, actions or judgements made against an applicant must be completed in good standing with the appropriate advisory board; written explanation and justification of any findings must be provided upon request, before hire can be made
- HIPAA certification required
- Current AED, CPR and/or BLS certification required
- Must possess a valid State Driver's License and be insurable to drive company vehicles
- Must successfully pass a criminal background check

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is in an office setting with a noise level that is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires walking, sitting, standing; reaching, and bending. Must be able to lift up to 5-10 lbs.

*This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.  
Proof of tribal citizenship is required to be deemed preference eligible.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested;  
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

**NATIVE AMERICAN PREFERENCE**

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**150 Melacon Rd.**

**Marksville, La. 71351**

**or**

**[HR@tunica.org](mailto:HR@tunica.org)**