



OPEN POSITION

TITLE:	MEDICAL ASSISTANT
LOCATION:	KANOSH, UT
STATUS:	FULL-TIME, NON-EXEMPT, HOURLY
BENEFITS:	MEDICAL, DENTAL, VISION, LIFE, DISABILITY & 401K MATCH
PAY:	STARTING AT \$13/HR (DOE)
CLOSE:	ONCE FILLED

JOB SUMMARY

Performs routine clerical and clinical tasks within the Four Points Clinic, while assisting the Primary Care Provider and other licensed providers. Provides quality patient care efficiently and cost effectively at the direction of the Primary Care Provider. Works collaboratively with clinical team to ensure that excellent care is provided every day.

REQUIREMENTS

General Requirements:

- Must be insurable through the Tribe's vehicle insurance required.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards required.
- Must pass a pre-employment alcohol/drug screening required.
- Must pass the credentialing process required.

Education & Experience:

- High School diploma, equivalent GED or higher required.
- One (1) year experience in back office in a medical/clinic setting required.
- Two (2) years' experiences of Medical Assistance in an outpatient clinic or other healthcare setting preferred.

License & Certification:

- Valid Driver's License and maintain thereafter required.
- Valid First Aid, CPR and/or BLS Certified (Red Cross or American Health Association) or obtain within three months of hire and maintain thereafter required.
- Valid Medical Assistant Certificate (National MA Certifications/Registration, Registered Medical Assistant of AMT, National Certified Medical Assistant, Certified Clinical Medical Assistant or Certified Medical Assistant of the AAMA) or obtain within six months of hire and maintain thereafter required.

HOW TO APPLY

Application is available via link (<https://adobe.ly/3liFnyc>) or can be obtained online at www.utahpaiutes.org/employment. Please submit your completed application with the following attachments: resume, a copy of your Driver's License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

