



THE COQUILLE INDIAN TRIBE
Ko-Kwel Wellness Center

Job Title: Health Technician
Department: Ko-Kwel Wellness Center
Reports to: Associate Administrator
FLSA Status: Full-Time Non-Exempt
Salary Grade: \$19.05 – \$29.77
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Coquille Indian Tribe (CIT) Associate Administrator, assists in providing the highest level of quality direct patient care to Native Americans and non-native patients of the Coquille Health Clinic (CHC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop work plans with the Associate Administrator; in coordination with the Medical Director (MD) and/or Family Nurse Practitioner (FNP).
2. Coordinate the CITCHC Medical Laboratory.
3. Supervise appropriate storage of medications and maintain inventory in cooperation with FNP and/or MD.
4. Maintain records for all laboratory work.
5. Draw blood and obtain other laboratory samples.
6. Collect and process all specimens according to CITCHC laboratory procedures.
7. Perform all Clinical Laboratory Improvement Amendments (CLIA) waived lab tests and Quality Assurance (QA).
8. Maintain a patient registry for monitoring and management of Abnormal Pap Smear results.
9. Provide relief telephone triage in the absence of the Clinic RN.
10. Perform patient vital signs functions such as blood pressure readings, height, and weight measurements; collect specimen samples, phlebotomy, give injections and perform EKGs.
11. Set-up and assist the FNP or MD for outpatient office procedures. Break down and sanitize the area following the procedure.
12. Accurately and efficiently, maintain medical clinic supplies in a cost effective manner and within budget.
13. Administer pharmaceuticals per health clinic procedures.
14. Maintain inventory of sample medications per CITCHC Policy and Procedure.
15. Document in patient electronic health record per health clinic procedures.
16. Supervise the bio-hazardous waste program for the medical clinic.
17. Maintain Vaccines for Children (VFC) and Alert Immunization programs; maintain, store and order immunizations. Report monthly to Oregon Public Health Division.
18. Schedule referral appointments diagnostic testing, and specialist.
19. Follow infection control guidelines to sanitize and sterilize clinic instruments and equipment.
20. Provide coverage for the Clinic Assistant 1 and 2 to include all rooming procedures and tasks as designated by annual competency check off.
21. Provide Coverage for the Associate Administrator as designated by annual competency check off

22. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and non-native patients and clients in the CHC vehicles, employee owned vehicles and rental vehicles to and from a variety of CHC functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to operate an electronic health records system and/or electronic patient management system.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Knowledge of medications and injection procedures.
5. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
6. Knowledge of regulations on the confidentiality of medical records (HIPAA).
7. Knowledge of medical terminology.
8. Knowledge of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
9. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.
10. Ability to make decisions independently in accordance with established policy and procedures.
11. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

MINIMUM QUALIFICATIONS

- A. High school graduate or equivalent required.
- B. Education and/or certification as a C.M.A., C.N.A., Phlebotomist or Lab Technician required.
- C. Previous experience working in a medical office and assisting medical providers required.
- D. Experience with Electronic Health Record and Electronic Patient Management required.
- E. Knowledge of medical terminology required.
- F. Computer experience and knowledge of Microsoft Office Suite (Word, Outlook, etc.) required.
- G. Multi-line phone experience preferred.
- H. Experience with patient scheduling system and electronic health record strongly preferred.
- I. Phlebotomy and immunization experience preferred.
- J. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
- K. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing

homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

- L. First Aid/CPR certification required or ability to obtain within 90 days of employment.