



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-067
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
COMMUNITY MEDICAL ASSISTANT

Position Title:	Community Medical Assistant	Pay Level:	\$17.09-\$25.63
Position Open Date:	9/9/2024-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Public Health
Supervisor:	Public Health Nurse Supervisor		

POSITION SUMMARY:

Serve as support for the Public Health Nursing Program at JHHS. Tasks will be delegated by the community health nurse. Duties will include education and outreach, conducting community assessments, immunizations, home visits to members with chronic diseases, and school health.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED)

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within four (4) months of date of employment
CMA/RMA Certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Provide clinical support services under the direction of Supervisory Public Health Nurse (PHN) to provide case management and/or nursing services to the Jemez Pueblo community.
- Assist with the interventions outlined in the client/patient plan of care under the supervision of the PHN.
- Serve as a patient navigator to assist community members in navigating the health care system in Jemez Pueblo and the surrounding communities.
- Provide informal counseling and social support for patients in the Jemez Health and Human Services system by placing emphasis on patients' early identification and response to health care risks and symptoms.
- Provide culturally appropriate health education individuals, groups, and families in support of Public Health Program initiatives.
- Advocate for individual and community needs by serving as the primary advocate to assure continuity throughout acute episodes of care and the discharge process.
- Assist in building individual and community capacity in relation to the Public Health Nursing program goals and objectives.
- Provide basic screening services on an individual basis and during community events.
- Provides a high level of professionalism, confidentiality, respect and sensitivity toward patient, coworkers, and all tribal employees.
- Utilizes a multidisciplinary approach that includes the patient, family, caregivers, and health care providers as members of a multidisciplinary transitional team under the direction of the Supervisory PHN.
- Under the supervision of the PHN, assess the need for nursing services in the local schools.
- Serves as a school health assistant for the Pueblo of Jemez local schools. Provide basic nursing services at the schools under close supervision of the PHN.
- Coordinates health education in the schools that includes the use of other public health staff.
- Participates in health fairs and other community events to present information on chronic disease prevention and health promotion.
- Provides transportation for client health care follow-up services according to JHHS transportation policy.
- Participates in immunization clinics in the schools, clinic, and other venues.
- Uses appropriate components of RPMS to record and track patient interactions.

- Documents all patient care in the electronic health record for each patient interaction.
- Submits reports as requested and maintains appropriate records as required by the program manager.
- Performs duties in accordance with JHHS policies and procedures, requirements described in funding documents, standing physician orders and appropriate standards of care.
- Enhances professional growth and development through participation in educational programs, meetings, trainings, and workshops.
- Maintains confidentiality of all patient information at all times.
- Performs other duties that may be necessary or in the best interest of the Jemez JHHS Department.

REQUIRED KNOWLEDGE AND SKILLS:

- Must be committed and dedicated.
- Must have good planning and organizational skills.
- Excellent oral and written communication skills.
- Must be able to perform patient care assessments, screening for blood pressure, blood glucose. Height and weights, pulse, and respirations.
- Ability to create, compose and edit written materials.
- Skills in the use of computers and related software applications.
- Ability to adhere to confidentiality requirements.
- Ability to work effectively with a variety of constituencies in a diverse community.
- Towa speaker preferred.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024