



# EMPLOYMENT ANNOUNCEMENT

**POSITION:** MEDICAL ASSISTANT  
**SUPERVISOR:** MEDICAL DIRECTOR  
**CLASSIFICATION:** REGULAR, FULL-TIME

**DEPARTMENT:** MEDICAL  
**STARTING SALARY:** HS/HiSET: \$17.00  
*(RISES BASED UPON EXPERIENCE/EDUCATION)* **CERTIFICATE: \$17.85**  
**ASSOCIATES: \$18.74**

**OPENING DATE:** MARCH 13, 2024

**CLOSING DATE:** OPEN UNTIL FILLED

## POSITION SUMMARY:

The Medical Assistant will coordinate and schedule patient appointments with other clinics or specialties, will receive patient and visitors and assist with rooming patients and phlebotomy.

## MAJOR DUTIES:

- Prepares for patient appointments by reviewing and updating patient records prior to appointment. This includes checking for updates of recent test results, lab results, and correspondence. Also reviews patient record (EHR) to determine needed services and whether referrals are in process or have been completed since last visit.
- Maintains exam rooms according to protocols, cleans rooms between patient exams to ensure patients' comfort and compliance with infection control standards, ensures all necessary supplies are stocked. Promptly reports when supplies are low and works with nursing staff to ensure timely reordering is completed.
- Assists physician or nurse upon request during examination of patient and according to generally accepted medical standards. Practices universal precautions with respect to established safety protocols. Facilitates communication between the provider(s) and patient as needed.
- Performs additional duties, as assigned by Supervising RN and Medical Director and in support of quality assurance and improvement.
- Other duties as assigned.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

## MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- High School Diploma or Equivalent.

## DESIRED QUALIFICATIONS:

- Certified Medical Assistant (CMA) Certificate.
- Phlebotomy Certificate.
- At least one-year of clinical experience.

## APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.*

*ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

## SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

[rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

## APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

31186044B060401...

Joel Rosette,  
Chief Executive Officer