



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: MEDICAL ADMINISTRATIVE LEAD

SUPERVISOR: MEDICAL DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: \$63,752.00 ANNUALLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: The Medical Administrative Lead is responsible for administrative and other activities not specific to patient care for the Medical Clinic as well as serving as the Telehealth Assister. Addressing scheduling issues and appropriate-level patient complaints or concerns in a compliant and professional manner. Monitoring Clinic staff leave and absences to ensure adequate coverage. Coordinating the morning huddle and ensuring that participation is limited to appropriate individuals in compliance with HIPAA requirements.

MINIMUM QUALIFICATIONS:

1. Current Washington State Medical Assistant (MA) certification or Licensed Practical Nurse (LPN).
2. Minimum of two years' experience as a MA or LPN in a medical clinic/practice.
3. Minimum of one-year supervisory experience.
4. Good understanding of HIPAA and other federal, state, and local laws, rules, and requirements applicable to a tribal medical clinic.
5. Experience with inventory control.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. Must be able to work in a team environment.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

10/3/2024