



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 OFFICE SPECIALIST

SUPERVISOR: PRACTICE ADMINISTRATIVE COORDINATOR

OPEN: OPEN UNTIL FILLED

SALARY: \$18.05 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: The Medical Office Specialist provides a wide range of advanced clerical and receptionist support services for the tribal health clinic. Duties involve standard medical practices and operation procedures conducted in a courteous and professional manner including a full range of medical receptionist and medical records assignments. Meet and greet patients in a respectful and courteous manner, promoting positive public relations and trust within the community. Schedule patient appointments for providers per protocol and policy. Assist with monitoring providers schedule for any changes or closures. Enter and update patient information in the Electronic Health Record (EHR) at each visit to ensure accuracy of patient data and verify that they are assigned to a PCP on file.

MINIMUM QUALIFICATIONS:

1. Must have High School Diploma or GED.
2. Two (2) years' experience in a professional office setting performing clerical and administrative support duties preferred.
3. Must be highly motivated and a self-starter.
4. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint 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. Get 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: _____

5/29/2026