



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: MAT PROGRAM COORDINATOR/MEDICAL ASSISTANT

SUPERVISOR: BEHAVIORAL HEALTH SUPERVISOR

OPEN: UNTIL FILLED

REPRESENTATIVE DUTIES INCLUDE: This is a dual role position that includes responsibilities associated with serving as the Program Coordinator for the Skokomish Tribe's Medication Assisted Treatment (MAT) Program and Medical Assistant. The role as the MAT Program Coordinator is to orient, enroll, educate, and coordinate MAT services to eligible patients. This role also participates in case management activities, planning and coordination of all physical, behavioral, and support services for patients, working closely with medical providers in the delivery of MAT services to patients, while providing outreach, education and prevention activities. The role as Medical Assistant is to support providers by gathering vital information required to deliver quality care to MAT patients while performing direct patient care activities, commensurate with their license in a patient centered clinical team. Both roles are responsible for documentation and communication in the Clinic's Electronic Health record (EHR) and assisting in MAT patient care.

MINIMUM QUALIFICATIONS:

1. High School diploma or a GED.
2. Currently credentialed in Washington State as a Certified Medical Assistant (CMA).
3. Minimum of one year's experience of clinical duties, preferably in a clinical primary practice setting including pediatrics, assisting with minor procedures, immunization administration, injections and medications or equivalent work.
4. Knowledge and proficiency with working in an EHR.
5. Able to work in a team environment and have varied hours when necessary to accomplish the department's goals.
6. Possession of a valid First Aid/CPR card or ability to obtain certification within 30 days of beginning 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 placed 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: ____

8/28/2026