

**MEDICAL ASSISTANT**  
Position Description

|                       |                        |
|-----------------------|------------------------|
| <b>Department:</b>    | Medical                |
| <b>Job Code:</b>      |                        |
| <b>Pay Range:</b>     | \$19.57 - \$25.76/hour |
| <b>Hours/Week:</b>    | 40 hours/week; Mon-Fri |
| <b>Position Type:</b> | Full-Time              |

|                            |                    |
|----------------------------|--------------------|
| <b>Reports To (Title):</b> | Nurse Manager      |
| <b>Classification:</b>     | Non - Exempt       |
| <b>Effective Date:</b>     | September 22, 2025 |
| <b>Revised Date:</b>       | May 4, 2026        |
|                            |                    |

**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

**POSITION PURPOSE**

The Medical Assistant assists in the promotion of physical and emotional comfort for the patient; performs triage of patients when they come into the clinic to determine reason for visit; executes orders set by providers which include blood work, immunizations, POC labs and EKGs in an integrated ambulatory care center.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Prepare patients for examination, take vitals, and record patients' health history.
- Set-up EKG machines, administer injections and medications, and perform routine specimen collection and tests.
- Prepare equipment and examination rooms, and clean instruments.
- Performs wound care including sutures and staple removal as needed.
- Cleans exam rooms after each encounter or as needed.
- Schedules appointments, verifies appointments and makes follow-up calls.
- Substitutes as a lab technician as needed.
- Assist physician with medical treatments, procedures, and exams.
- Manage inventory of medical supplies and equip exam rooms with appropriate supplies.
- Performs other duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

Experience

- One (1) year of experience as a Medical Assistant.

Education

- High School Diploma
- Successful completion of formal coursework in medical assistance
- CPR and First Aid certification

**MEDICAL ASSISTANT**  
Position Description

**Mandatory Knowledge, Skills, Abilities and Other Qualifications**

- Must be able to carry out the essential duties, functions and responsibilities as detailed.
- Excellent knowledge of healthcare setting.
- Knowledge of medical terminology and human physiology.
- Knowledge of sterilization procedures.
- A team player with excellent communication and interpersonal skills.
- Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times.
- Must be detail-oriented and highly organized.
- Knowledge of patient care and examination procedures.
- Must be able to maintain confidentiality at all times.
- Knowledge of Microsoft Office and computer use.
- Clean background check and clean drug screen.
- Ability to perform other duties as assigned.

**PREFERRED QUALIFICATIONS**

- Bilingual skills in English and the Navajo language.
- Prefer two (2) years' experience.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

**Mental Demands**

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**OTHER**

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.



## **MEDICAL ASSISTANT**

Position Description

### **APPLICATION INSTRUCTIONS**

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto:Humanresources@cbnhc.org)
  2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
  3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.