



## Cow Creek Government Office

### Behavioral Health Medical Assistant

Job Code: 2415  
Department: CCH&WC  
Location: Roseburg, Oregon  
Minimum Hourly: \$20.41

#### POSITION PURPOSE:

The Behavioral Health Medical Assistant is responsible for providing high quality, compassionate, and culturally sensitive care within their scope of practice as part of nursing team in outpatient primary care facility.

#### ESSENTIAL FUNCTIONS:

- Obtain preliminary health information and physical assessment during a patient's visit including vital signs, chief complaints, and health maintenance needs.
- Function under established procedures and medical protocols for laboratory tests and diagnostic procedures (e.g., EKG, Spirometry, Audiometry, Visual Acuity, Updraft Treatments, Tympanometry, Pulse Oximetry, and Peak Flow Measurements).
- Administers medications and assists other Medical Assistants/Nurses/Providers in therapeutic procedures (e.g., casting, suturing, wound debridement, dressing changes, etc.) within scope of practice.
- Perform phlebotomy, specimen processing, and laboratory tests within clinic standards and under the guidance of the laboratory technician.
- Utilize and maintain laboratory equipment with adherence to all laboratory safety standards.
- Document in patient medical record & EHR all observations, assessments, interventions, and therapeutic measures taken. Use EHR to review and process all laboratory orders.
- Coordinate follow-up patient care with ancillary services by scheduling appointments and referrals. Provides education to patients and families regarding the management of medications, treatments, home care or discharge instructions, etc.

- Assist in maintaining adequate clinic supplies & equipment as well as upkeep of clinic area by maintaining a safe environment for patient & staff. Monitor equipment for repair or damage & report deficiency to the Nurse.
- Provides and/ or assists in the provision of emergency care. Implement first aid in an emergency according to emergency preparedness policies.
- Must demonstrate proven effective interpersonal communication skills.
- Screen all patients prior to entering the facility. Adhere to COVID staff manual for protocols and workflows.
- Provide Covid testing and Covid vaccinations.
- Manage patient panels and quality measures with the primary care provider teams.
- Flexibility to travel between north and south clinics as needed.
- Adhere to all tribal policies outlined in the Employee Personnel Manual. Protect patient medical information within the guidelines of HIPAA policies & procedures.
- Other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or GED, required.
- Must have current CMA and keep current through continuing education and recertification requirements (e.g., CPR, Fire Safety, Lab Safety, etc.).
- Must perform blood draws and deliver immunizations as needed.
- Must demonstrate proficient communication skills and be able to work in collaboration with other health care professionals to maintain the delivery of high-quality patient care.
- Able to work independently with excellent attention to detail and quality improvement.
- Must demonstrate a working knowledge of computer applications & Electronic Health Records.

**Cow Creek Government Office**  
Position: BH Certified Medical Assistant  
**Position Minimum Requirements**

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

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1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls.) **Continuous**

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  2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **frequent**

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  3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Occasional**

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  4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequent**

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  5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **NA**

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  6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **NA**

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  7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **frequent**

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  8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **NA**

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  9. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **NA**

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  10. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**

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  11. **CRAWLING** - (Surface? Frequency? Distance?) **NA**

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**ENVIRONMENTAL FACTORS** - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

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<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

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**EMPLOYEE**

**DATE**

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**HR REPRESENTATIVE**

**DATE**

**The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.**