



Ninilchik Traditional Council

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CERTIFIED MEDICAL ASSISTANT VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE:	September 8, 2026	CLOSING DATE:	When Filled
POSITION TITLE:	Community Health Aide/ Medical Assistant	POSITION BEGINS:	Immediately
POSITION TYPE:	Full-Time/Permanent	SALARY:	DOE

POSITION SUMMARY:

This position will deal directly with Ninilchik Traditional Council Community Clinic (NTCCC) patients. Therefore, confidentiality will be the highest priority, and the position will follow the NTCCC's Health Insurance Portability and Accountability Act (HIPAA) policies and procedures.

The Community Health Aide/Medical Assistant is an integrated job which is accountable to the Ninilchik Traditional Council's (NTC's) Tribal Health Director Nurse Case Manager, the NTC's Nurse Practitioner (NP), Doctor of Osteopathy (DO) and Medical Doctor (MD), per respective program guidelines for the performance of assigned duties and responsibilities. This position does not have any supervisory authority.

The Community Health Aide/Medical Assistant performs all duties in accordance with the Indian Health Service (IHS) guidelines, following protocols established by the NTCCC. The position performs duties under the guidelines of the American Association of Medical Assistants and the directions of an onsite Licensed Medical Health Provider. The Licensed Medical Health Provider must be in the NTCCC.

COMMUNITY HEALTH AIDE (CHA) DUTIES/RESPONSIBILITIES

1. Provide primary care services during regularly scheduled clinic hours.
2. Maintain confidential records and files.
3. Provide immunizations and/or injectable medications at the direction of the RN, LPN, NP, DO or MD.
4. Provide disease control treatments, referral and follow-up.
5. Provide chronic disease care and follow-up.
6. Provide periodic health surveillance of blood pressure, hemoglobin, hemoglobin A 1 C, glucose monitoring, pro-time, phlebotomy, Strep A, Mono tests, pulse oximetry, pregnancy tests and urinalysis.
7. Monitor chronically ill patients who are bedridden through home visits as needed according to NTCCC policies and procedures.
8. Monitor medications for chronically ill patients.
9. Provide follow-up as requested.
10. Use basic first aid and acute care techniques per level of training when injuries or acute problems develop.
11. Enters patients into Homer EMS 911 system for emergency ambulance transports to hospital per Midlevel orders, Referral Physician orders.

12. Provide safe and hygienic environment in clinic handling of all clinic bio-hazard materials and sharps per Occupational Safety and Health Administration (OSHA) guidelines.
13. After completion of the Alaska Native Tribal Health Consortium (ANTHC) Healthcare Provider Diagnostic Imaging Course, will follow the safety training covered in classes to perform the following:
 - a. Basic radiology studies of chest, extremities and shoulders
 - b. Filing
 - c. Medical requisition for radiology studies

CHA's/MA's will take X-Ray studies only after receiving orders from Midlevel or Physician. X-Rays on non-beneficiaries may be taken in emergency situations only while a Licensed Medical Provider is in the NTCCC.

14. Willingness to travel and train as job requires.
15. Other duties as prescribed by the Tribal Health Director, RN, LPN, NP, MD or NTC Executive Director or his/her designee.

MEDICAL ASSISTANT (MA) DUTIES/RESPONSIBILITIES

1. Apply principles of aseptic technique and infection control.
2. Comply with quality assurance practices.
3. Screen and follow-up patient test results.
4. Apply phlebotomy techniques in collecting and processing specimens to include procedural and diagnostic coding.
5. Perform CLIA Waivered diagnostic tests.
6. Adhere to established triage procedures.
7. Obtain patient history and vital signs.
8. Prepare and maintain examination and treatment areas.
9. Prepare patient for examination and treatment.
10. Assist with examinations, procedures and treatments.
11. After completion of the ANTHC Healthcare Provider Diagnostic Imaging Course, the MA will follow the safety training covered in classes to perform the following:
 - a. Basic radiology studies of chest, extremities and shoulders
 - b. Filing
 - c. Medical requisition for radiology studies

CHA's/MA's will take X-Ray studies only after receiving orders, on both beneficiary and non-beneficiaries once Xray training is completed. Xray may be taken while a Licensed Medical Provider is in the NTCCC.

12. Prepare and administer medications and immunizations per RN/LPN/DO/NP/MD oversight.
13. Maintain medication and immunization records.
14. Coordinate ordering medications for the Crash Cart and the NTC pharmacy as well as supply orders from the Alaska Native Medical Center (ANMC) Warehouse.
15. Recognize and respond to emergencies.
16. Coordinate patient care information with other health care providers.
17. Perform basic clerical functions.
18. Coordinate and monitor appointments with the clinic front desk receptionist.
19. Willing to travel and train as the job requires and availability of funds.
20. Other duties as assigned by Tribal Health Director, RN Case Manager, NP, MD or the NTC Executive Director or his/her designee.

STATEMENT OF QUALIFICATIONS:

- High School Graduate or Equivalent.
- Currently certified CHA, CHP or MA required, however, training for increased certification will be made available as slots become open at training facilities and as scheduling permits. These training sessions are provided periodically throughout the year, depending on slot availability, in order to progressively increase certification from levels I, II, III, IV and finally to Practitioner.
- Must have interest and desire to provide health care.
- Must have minimum Emergency Trauma Technician (ETT), however, training can be made available.
- Basic Life Support (BLS) certification is required. ACLS, within 6 months of hire date.
- CPR and First Aid Certification. (Classes can be provided for certification)
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills.
- Must have good writing, reporting, mathematics, and record keeping skills.
- Be available to travel and attend lengthy pertinent training as required and as the budget allows.
- NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.
- Strong organizational skills, attention to detail and the ability to multi-task.
- An understanding of health clinic operations.
- Must have a sensitive, positive attitude, be observant, responsible, confidential.
- Blood borne pathogen and OSHA training. (Classes can be provided for certification)
- NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing in the case of cause or accident in accordance with the NTC policies and procedures.

INDIAN PREFERENCE:

Indian Preference- In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the Nurse Case Manager. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies and Procedures. NTC is an alcohol and drug free workplace. Employment is subject to the availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building located across from the Three Bears Store in Ninilchik, 15910 Sterling Hwy., Ninilchik, AK 99639.

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