



## **NVIH POSITION DESCRIPTION**

### **COMBINED POSITION**

### **MEDICAL ASSISTANT (MA)/ COMPREHENSIVE PERINATAL SERVICES PROGRAM (CPSP) Worker (CPHW) Women's Health Center**

**REPORTS TO:** Prenatal Services Director

**SUPERVISES:** None

**POSITION SUMMARY:** Under general supervision of the Prenatal Services Director, the CPSP Worker (CPHW)/Medical Assistant (MA) position provides CPSP support services as well as clinic support in the Women's Health Center providing Prenatal and Postpartum medical care. Time spent in each role will be determined by clinic need.

CPHW duties include CPSP client orientation to comprehensive prenatal services including initial assessment, trimester reassessments, post-partum assessment, interventions, referrals, and follow-up services in: Obstetrics, Nutrition, Health Education, Individual Case Coordination, Medical referrals, Women Infants and Children Supplemental Nutrition Program (WIC), family planning and postpartum support.

In addition to CPHW duties, the position includes Medical Assistant (MA) duties including rooming prenatal, postpartum, and gynecologic patients; assisting with Obstetrical and Gynecological procedures; maintaining equipment and supplies; and performing routine injections and procedures per Policies and Procedures applicable to the Medical Assistant.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. (CPHW) Conducts face-to-face interviews perinatal patients to identify opportunities and facilitate efforts to expand services or increase patient access into support programs under CPSP Protocols.
2. (CPHW) Provides ongoing orientation, assessments, and reassessments; makes the appropriate referrals when needed to perinatal patients under CPSP Protocols.
3. (CPHW) Assists clients with access to Medi-Cal by providing Presumptive Eligibility for Pregnant Women per Medi-Cal guidelines.
4. (CPHW) Attends recommended job related trainings provided by the CPSP County program.
5. (CPHW and MA) Assures client charts are documented whenever telephone and face-to-face contact is made and completes documentation in EHR and in a timely manner.
6. (MA) Under Provider's order is responsible for providing height, weight, vital signs, and brief history/chief complaint at each patient encounter.
7. (MA) Performs urine dipsticks and urine pregnancy tests, with all applicable standards, regulations and medical clinic policy; ability to perform applicable injections as outlined in Medical Clinic Policy and Procedures.
8. (MA) Assists providers with Obstetrical and Gynecological procedures approved to perform as requested, and acts as assistant to the provider when clinic policy dictates that female be present for gynecological exams.

9. (MA) Responsible for inventory control, ordering supplies, and stocking exam rooms and maintaining ultrasound and gynecological instruments, including disinfecting and preparing for sterilization as needed.

**All who work for NVIH are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

**QUALIFICATIONS:**

1. (CPHW) High school diploma or GED equivalent.
2. (CPHW) Greater than or equal to one year of experience working in maternal/child health care preferred.
3. (MA) Graduation from an accredited Medical Assistant Program.
4. (MA) Current certification from the American Association of Medical Assistants or able to obtain one within 6 months.
5. (MA) Certification in phlebotomy.
6. Two (2) years of experience as a medical assistant preferred.
7. Experience in maternity care preferred.
8. Current CPR BLS Certification.
9. Reliable transportation
10. Excellent oral and written communication skills.
11. Works well with other health care professionals.
12. Maintains confidentiality of patient information in clinic and community setting.
13. Demonstrates knowledge and skill in age appropriate care, and uses growth and development knowledge to plan care for all age groups.
14. Motivated to improve patient care and the work place by participating in clinic meetings, committees, and community projects when appropriate.

Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**FLSA STATUS:** Non-Exempt

**DATE OF LAST REVIEW / REVISION:** 3/13/2019

**ASSIGNED SITE:** Women's Health Center

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Employee Signature

\_\_\_\_\_  
Date