



NVIH POSITION DESCRIPTION

PSYCHIATRIC TECHNICIAN/MEDICAL ASSISTANT

REPORTS TO: Registered Nurse Coordinator

SUPERVISES: None

POSITION SUMMARY: Under general supervision of the RN coordinator and Medical Provider, the Psychiatrist Technician/Medical Assistant functions as a multi skilled mental health care professional in an ambulatory setting.

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. Interact routinely with patients, observe behaviors and communicate significant observations to nursing staff.
2. Document information regarding patient care and behavior as required in policy and procedure.
3. Attend to physical needs of patients, such as assistance with personal hygiene tasks, such as bathing, toileting and caring for incontinence if necessary along with feeding and mobility.
4. Supervise patients in special care areas as assigned.
5. Utilize Crisis Prevention Intervention when exposed to volatile patients to maintain personal safety while ensuring safety for the patient and other individuals on the unit.
6. Participate in patient treatment planning and implementation under the direction of nursing staff and other professional staff involved in patient care.
7. Participate in maintenance of a clean, orderly and safe environment; report needs for repairs and maintenance to appropriate staff.
8. Obtain patient's vital signs, height and weight as assigned and document in patient record.
9. Assist nursing staff in responding to emergency situations.
10. Assist with assessments as assigned.
11. Monitor and document nutritional intake.
12. Carry out doctors' orders, serving as the eyes, ears and hands of the diagnosing professional. Report back on how the treatment is working or any unusual symptoms that need professional attention.
13. Responsible for completing appropriate documents for third party billing and medical charting for WIC paperwork, SOFP, BCEDP, and CHDP programs.
14. Performs screenings in compliance with all applicable standards, regulations and medical clinic policy.
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18. Process prior authorizations for medications
19. Demonstrates knowledge in electronic patient scheduling. Understanding the amount of time required for specific appointments.
20. Maintains the standards of patient care and implements the policies and procedures of the Medical Department.
21. Recognizes how the position and duties relate to the overall function of the Medical Clinic. Follows instructions, understands, and observes lines of communication.
22. Maintains yearly CPR certification.
23. Responsible for communicating problems identified involving personnel, medical staff, patient, families, and the general public to the Medical Director, Provider and RN Coordinator.

24. Participates in Quality Control and Quality Assurance activities, and patient education per physician directions.
25. Other duties as assigned.

All NVIH employees 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. Graduation from an accredited Psychiatric Tech or Medical Assistant Program highly preferred.
2. Certification in phlebotomy preferred.
3. Basic knowledge of human behavior or general mental health concepts, independent living skills (personal grooming, basic nutrition, and general health needs).
4. Two (2) years experience as a psychiatric technician or medical assistant preferred.
5. Current certification or ability to obtain certificate in:
 - a. CPR
 - b. crisis prevention/intervention
7. High School Diploma, GED, or equivalent
8. Must have reliable transportation.

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 general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 talk and hear. The employee frequently is required to stand, walk, sit, use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally 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: 11/2015 3/2016

ASSIGNED SITE: Woodland

Employee Signature

Date