PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-071
JEMEZ HEALTH & HUMAN SERVICES
MEDICAL ASSISTANT

Position Title:	Medical Assistant	**Pay Level:**	$17.09-$25.63
Position Open Date:	11/03/2026-Until Filled	**Classification:**	Non-Exempt
Position Status:	Full-Time	**Location:**	Health & Human Services
Supervisor:	Nurse Manager		

POSITION SUMMARY:

Responsible for performing triage of patients when they come into the Health Clinic to determine the reason the visit; executes orders set by providers, which include: blood work, immunizations, POC labs, and EKG's serves as a member of the health care delivery team by assisting in the promotion of physical and emotional comfort for the patient.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND successful completion of formal coursework in medical assistance.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid certification as a Medical Assistant
CPR & First Aid certification within six (6) months of the date employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Prepare patients for examination; obtains chief complaint and vital signs; documents patient issues and all patients' vitals into EHR/RPMS for all ages ranging from newborns to geriatric populations.
- Process provider orders: blood work, EKG's, and Point of Care labs; assist with pap smears, colposcopies, and other procedures with providers and prepares referrals and immunizations promptly.
- Gathers all information in a preliminary chart review before the patient's appointment; this includes but is not limited to point-of-care testing. PAPs, mammogram screenings, immunizations, and GPRA/UDS measurements.
- Works with the provider closely to ensure the patient is receiving quality care.
- Checks voicemails that patients may leave for providers promptly.
- Provides support to professional medical staff in patient care, which may require contacting patients or outside providers, managing provider schedules, retrieving medical record and lab results, assisting in ensuring patients get test results and screenings.
- Notifies a Registered Nurse of any urgent or emergent situation that they may witness in the clinic or the phone.
- Maintains a safe working environment, restocking supplies; reports damaged or non-working equipment; perform quality controls for equipment and POC tests.
- Participates in quality assurance projects such as quality controls, sterilization of tools, UDS, and other projects as assigned.
- Maintains files in a proper confidential manner.
- Reviews patient immunizations and checks which may be due; performs immunizations and updates information into RPMS/EHR and NMSIIS systems.
- Assists to organization community events such as influenza clinics and/or screenings.
- Follows universal precautions to protect self/patient; ensures patient's right to privacy, safety, and confidentiality is maintained.
- Prepares rooms and patients for procedures/exams.
- Cleans room after procedures to prevent any spread of bacteria; maintains clinic areas in a clean and operative condition, including the maintenance of office and clinical equipment.
- Performs intramuscular and subcutaneous injections following the established nursing protocols.
- Follows patient care and follows up with outside referrals a provider may place for patients.

- Faxes pertinent information to outside facilities.
- Documents in the patient's Medical Record of any medication or injection given to the patient on time according to established protocols and policies.
- Collects specimens promptly; this includes but is not limited to urine culture, blood, and other tests allowed within the MA scope of practice.
- Ensures all specimens collected are labeled with two patient identifies and ensures all results and tests performed are kept confidential.
- Organizes and aids in the ordering of supplies for the clinic and patient care.
- Works alongside Registered Nurses to ensure that all patient care needs are met during visits or via telephone.
- Attends regularly staff meetings, trainings, and in-services. May serve on various committees to ensure patient safety.
- Works with billing and coding regarding documentation per policies, state and national procedures and regulations. Clarifies any missing documentation or signatures.
- Flexibility to change in schedule and shifts based on the needs of the organization.
- Performs other duties within the scope of practice as assigned.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Phlebotomy, lab tests, immunizations, and other procedures practiced by a Medical Assistant.
- Routine sterilization and infection control procedures and practices.
- Proper techniques for documentation of examination and treatment information.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Computer software utilized by the clinic.

Skill in:

- Adhere to all compliance and confidential guidelines, including HIPAA Compliance and Privacy Act.
- Providing customer services most cost-effectively and efficiently.
- Performing medical assistant procedures efficiently and effectively.
- Preparing clear and concise reports, records or work, and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers.
- Customer service and confidentiality when taking care of patients.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024