San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Medical Assistant	**Posting Date: 10/22/2026**
Position Reports to: Nurse Practitioner	**Employment Category: Full-Time/Non-Exempt**
Salary: Commensurate with Experience	**Closing Date: Until Filled**

POSITION SUMMARY

The Medical Assistant is responsible for performing clinical and related administrative duties to support the efficient daily operations of the San Pasqual Health Clinic. The Medical Assistant assists physicians, nurse practitioners, and other healthcare professionals in providing high-quality, patient-centered care. Responsibilities include preparing patients for examinations, assisting with clinical procedures, obtaining and recording vital signs, maintaining accurate medical records, and coordinating patient care. The Medical Assistant performs all duties within their authorized scope of practice and in accordance with applicable laws, regulations, and established San Pasqual Health Clinic policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains accurate, complete, and confidential patient medical records, including documenting patient information, medical histories, vital signs, and clinical services in the Electronic Health Record (EHR) system.
- Prepares and maintains patient-related documentation, including referral forms, patient instructions, and other clinical correspondence, as directed by licensed healthcare providers.
- Orders, organizes, and maintains medical supplies, equipment, and inventory.
- Coordinates hospital admissions, specialist appointments, and outside referrals as directed by licensed healthcare providers.
- Communicates prescription information to pharmacies as directed by licensed healthcare providers and in accordance with applicable laws and regulations.
- Communicates effectively with patients, families, and healthcare professionals using appropriate medical terminology.
- Maintains professional conduct and adheres to applicable legal, ethical, and confidentiality standards.
- Measures and documents patient vital signs, including blood pressure, pulse, temperature, respiration, height, and weight.
- Obtains and documents patient medical histories, chief complaints, and other relevant information for review by licensed healthcare providers.
- Reinforces patient education and instructions provided by licensed healthcare professionals regarding medications, disease management, home treatments, and dietary recommendations.
- Prepares patients for examinations and assists with routine screenings and clinical procedures as authorized.

- Assists physicians, nurse practitioners, and other licensed healthcare providers during patient examinations and procedures.
- Performs phlebotomy and collects laboratory specimens in accordance with applicable laws, training requirements, and clinic policies.
- Performs basic laboratory tests within the medical assistant's authorized scope of practice and applicable laboratory requirements.
- Performs electrocardiograms (EKGs) and assists with other diagnostic procedures as directed.
- Prepares and administers authorized medications under appropriate supervision and in accordance with applicable laws, training requirements, and clinic policies.
- Assists with dressing changes, bandaging, suture removal, and other authorized clinical procedures under appropriate supervision.
- Performs cardiopulmonary resuscitation (CPR) and assists during medical emergencies in accordance with current certification and established emergency protocols.
- Cleans, disinfects, sterilizes, and maintains medical instruments, equipment, examination rooms, and clinical work areas in accordance with infection prevention and control procedures.
- Maintains adequate medical supplies and ensures examination rooms and clinical areas are properly stocked and prepared for patient care.
- Provides front-office support as needed, including answering telephone calls, greeting patients, assisting with registration, and scheduling appointments when the receptionist is unavailable.
- Processes, codes, and completes insurance claim forms and related documentation as needed.
- Demonstrates cultural sensitivity and respect for Tribal traditions, values, and the diverse backgrounds of patients and their families.
- Maintains patient confidentiality and safeguards protected health information in accordance with HIPAA, applicable privacy regulations, and Tribal policies.

Note: Nothing in this job posting restricts management's right to assign or reassign applicable duties and responsibilities for this position at any time.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Must be at least eighteen (18) years of age.
- Completion of a medical assistant training program that meets applicable requirements, or equivalent qualifying training and experience.
- Must possess current Basic Life Support (BLS) certification or obtain certification within a timeframe established by the clinic.
- Must complete HIPAA privacy and security training upon hire and annually thereafter, in accordance with applicable laws and Tribal policies.
- Must possess a valid state driver's license.
- Must successfully pass a comprehensive background investigation, including a Public Law 101-630 background investigation, as applicable, and pre-employment and random drug testing in accordance with Tribal policy.

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge of basic medical terminology, human anatomy and physiology, and routine clinical procedures.
- Knowledge of patient care practices, vital signs, medical equipment, and basic diagnostic procedures.
- Knowledge of infection prevention and control procedures, workplace health and safety practices, and applicable OSHA requirements.
- Understanding of the medical assistant's authorized scope of practice and applicable supervision requirements.
- Ability to accurately obtain, record, and document patient information, medical histories, and vital signs.
- Ability to assist licensed healthcare providers with patient examinations, treatments, and clinical procedures.
- Ability to follow written and verbal instructions and established clinical protocols.
- Ability to reinforce patient education and instructions provided by licensed healthcare professionals.
- Ability to prioritize workflow, manage multiple responsibilities, and work effectively in a fast-paced healthcare environment.
- Strong interpersonal and communication skills, with the ability to interact professionally and effectively with patients, families, and healthcare professionals.
- Ability to maintain strict confidentiality in accordance with HIPAA, applicable privacy requirements, and Tribal policies.
- Proficiency in basic computer applications, including Microsoft Office (Word, Excel, and Outlook), internet-based applications, and electronic documentation systems.
- Strong organizational skills, attention to detail, and ability to maintain accurate records and documentation.
- Ability to demonstrate professionalism, sound judgment, teamwork, and respect for patient confidentiality.

PREFERRED EDUCATION AND EXPERIENCE:

- One (1) year of experience as a medical assistant in a healthcare clinic, physician's office, or similar medical setting.
- Medical assistant certification from a recognized certifying organization.

PREFERRED KNOWLEDGE, SKILLS, AND COMPETENCIES:

- Previous experience using Electronic Health Record (EHR) systems in a clinical setting.
- Knowledge of healthcare quality assurance, patient safety standards, and clinical documentation requirements.
- Experience working in a primary care clinic, community health center, Tribal healthcare setting, or serving Native American communities.

WORK ENVIRONMENT

- Work is primarily performed in a healthcare clinic setting.
- May be exposed to infectious diseases, bloodborne pathogens, bodily fluids, airborne particles, cleaning chemicals, and other potential workplace hazards.
- May encounter medical emergencies, emotionally stressful situations, and patients experiencing physical or emotional distress.
- Must follow established safety protocols, infection prevention and control procedures, and proper use of personal protective equipment (PPE).
- The noise level in the work environment is generally moderate.

PHYSICAL REQUIREMENTS

- Must be able to stand, walk, and sit for extended periods of time.
- Must be able to frequently use hands and fingers to handle medical equipment, assist with authorized treatments, and perform routine clinical procedures.
- Must be able to occasionally bend, stoop, kneel, crouch, and reach with hands and arms.
- Must be able to occasionally lift and/or move up to twenty-five (25) pounds, with or without reasonable accommodation.
- Must be able to assist patients with mobility and positioning, using appropriate equipment or assistance when necessary.
- Must possess sufficient visual ability to read medical records, medication labels, and monitor patient conditions.
- Must be able to communicate effectively with patients, families, and healthcare staff.

Individuals interested in applying for this position may submit their resume by email to hr@sanpasqualtribe.org or apply in person at 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans