



Now Hiring Fort Yuma Health Center

Medical Support Assistant, GS-0679-04

Behavioral Health Dept.

Temporary for 30 days

Pay Range: \$39,012 to \$50,715 per year

Duty Station Location: Winterhaven, CA

Open: 10/16/2023 through 10/23/2023

Indian Preference:

The IHS is required by law to give absolute preference to qualified applicants who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. The IHS is an Equal Opportunity Employer. A FORM BIA 4432 or acceptable tribal ID must be submitted with application.

Duties/Tasks:

- Schedules appointments for patients with various clinics, service, and consultants. Coordinates appointments for timeliness, to avoid conflicts in patient treatment, and to meet clinic or service schedule.
- Maintains a weekly patient appointment list of various clinics. Routinely retrieves medical records for clinics and returns completed charts to the files.
- Maintains patient files; keeps records of care current and accurate. Files the results of various tests in patient charts for professional staff reference.
- Receives telephone calls, visitors, and patients and directs to appropriate personnel, proper clinics or service area.

Requirements for Positions:

- Schedule: Monday to Friday, 8 a.m. to 5 p.m.
- You will need to set up direct deposit so we can pay you.
- Measles and Rubella immunization required for selectees born after 1957. Seasonal Influenza immunization is required for civilian health care facility staff working in Indian Health Service health care facilities.

Minimum Qualifications- GS-04:

Your resume must demonstrate at least one (1) full year of general experience performing the following type of work and/or tasks: ***Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled***

OR;

Successfully completed two (2) years education above the high school related to the occupation, in which education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

Requirement Documents:

- Resume
- Transcripts
- FORM BIA 4432
- DD-214

Tentative Selection for Service Unit Positions:

A final offer, if extended,

- Submit proof of your COVID-19 vaccination or request exception. Per IHS policy (SGM 21-04) IHS selectees to positions located in Federally operated hospitals, health centers, and clinics must be fully vaccinated for COVID-19 before entry on duty or have IHS approve a medical or religious exemption. A final job offer will be contingent upon you providing proof of vaccination against COVID-19. Acceptable documentation includes: a copy of the record of immunization from a health care provider or pharmacy, a copy of the CDC COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation that includes the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). To submit proof of your COVID-19 vaccination you will need to upload your vaccination proof into the USA Staffing onboarding system. This information will only be viewed by me for verification purposes. If you are requesting a medical or religious exemption to the COVID-19 vaccination requirement please contact me at the e-mail/number provided below to obtain the exception form. A final job offer will not be issued until this requirement has been met.
- Submit proof of immunity for measles and rubella. In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, new employees must submit proof of immunity for measles and rubella before entering on duty. Please complete and return the enclosed form "Proof of Immunity," with required documentation.

Benefits: Annual and Sick Leave; Health Benefits

Contact Information:

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