



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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[www.skagway.org](http://www.skagway.org)

## JOB ANNOUNCEMENT MEDICAL ASSISTANT

The Municipality of Skagway is accepting applications for the position of Medical Assistant for the Dahl Memorial Clinic. This is a full time position working a minimum of 40 hours per week, on a rotating schedule with call shifts Monday through Sunday, including nights and holidays. This position is eligible for municipal benefits

**WAGE RANGE:** Grade 13, Step One-Entry level wage - \$22.30per hour. This position is eligible for benefits.

**DUTIES:** This position provides support for daily clinic activities assisting in examination and treatment of patients including all medical emergencies under direction of medical provider. Principle duties include but are not limited to the following:

- Does patient intake (weight, height, vital signs).
- Prepares treatment rooms for cleanliness and stock.
- Cleans and sterilizes instruments.
- Operates x-ray (on the job training provided), completion of the radiographer course within one year of employment.
- Operates electrocardiograph (EKG) and other equipment to administer routine diagnostic testing.
- Gives injections, draws blood and performs routine laboratory tests (on the job training provided).
- Cleans and sterilizes instruments.
- Maintains inventory and orders supplies as needed.
- Maintains databases on Excel and Athena.
- Ability to assist with all medical emergencies.
- Works fluctuating hours including on-call shifts that requires night, weekend and holiday hours.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:** The Municipality seeks applicants who can perform the following tasks as directed while demonstrating skills in customer service, quality management, interpersonal relationships, teamwork and written and oral communications. Maintains confidentiality per HIPAA at all times.

- High school diploma or equivalent. Preference given to Licensed Practical Nurse or Certified Medical Assistant.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Ability to quickly prioritize and multitask.
- Ability to communicate effectively and courteously with staff and the public in all situations, including those that are sensitive and difficult.
- Ability to use common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to communicate in written and oral form.
- Computer experience including Microsoft, database, electronic medical records, and internet software.
- Will do on-the-job training for all other requirements.

Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above. **This position is open until filled.** Contact the Borough Office with the phone number above or by email at [m.gihl@skagway.org](mailto:m.gihl@skagway.org) for an application or further information. The application can also be downloaded from the website at [www.skagway.org](http://www.skagway.org).

**The Municipality of Skagway is an equal opportunity employer.**