

## Job Posting

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**Position Title** Clinical Registered Nurse or Certified/Registered Medical Assistant

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**Company/Organization** Yampa Valley Medical Associates

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**Company/Organization Address** 940 Central Park Drive Suite 100  
Steamboat Springs, CO 80487

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**Date position is available.** 07/01/2021

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Position will remain open until filled.

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**Is this a volunteer opportunity or a paid position?** Paid Position

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**Salary/Wage Range** \$21-\$28/hr DOE

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**Position Overview** This is a clinical support position in our multi-specialty family and internal medicine group practice in Steamboat Springs, CO. Our clinic offers comprehensive primary care with on-site ultrasound, lab testing, integrated behavioral health, medication management, care management and care coordination services. Applicants should be friendly, efficient, team players with attention for detail. Available employee benefits include health, dental, long-term disability, paid annual leave, sick leave, and 401(k).

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## Responsibilities and Qualifications

General Summary of Duties: The Clinical Registered Nurse or Certified Medical Assistant, under the supervision of the Nursing Manager and Physicians, is responsible for assisting in the delivery of excellent customer service, quality health care and patient care management. This position requires a Colorado Registered Nurse degree or Certified/Registered Medical Assistant certificate in good standing. Prior comprehensive primary care experience preferred.

### SKILLS:

Knowledge of fundamental clinical skills and infection control procedures  
Knowledge of fundamental medical practice operation  
Knowledge of office equipment; computers, fax machines, copiers  
Knowledge of examination, diagnostic and treatment room procedures  
Knowledge of medical equipment and instruments  
Knowledge of safety hazards and precautions  
Ability to assist in a variety of common office procedures  
Skill in developing and maintaining clinical quality assurance  
Skill in identifying and resolving problems  
Knowledge of HIPAA regulations  
Ability to interpret, adapt and apply guidelines and procedures  
Ability to use good reasoning and judgement and react calmly in emergent situations  
Ability to establish and maintain effective working relationships with patients, outside providers, coworkers, and the public  
Flexibility and ability to work with any provider when need arises  
Strong communication (verbal and written) skills, demonstrating tact, sensitivity, and the ability to deal with people beyond giving and receiving instructions  
Must possess strong organizational skills and have the ability set priorities and work independently  
Self motivated and able to make decisions independently keeping physicians, nurse manager and appropriate parties informed

### PHYSICAL ABILITIES:

Abilities to stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop, and stretch  
Ability to perform a full range of body motion including handling and lifting of patient  
Ability to lift and carry up to 20 lbs  
Hearing and vision corrected to within normal limits

### DUTIES AND RESPONSIBILITIES:

Treats all staff, physicians, visitors and patients with dignity and respect  
Performs nursing and administrative duties, and assists physician as part of the clinical care team  
Ensures timely and efficient patient flow  
Prepares patients and exam for examination and treatment; enter reason for visit, vital signs and patient history into EHR  
Prepares ,cleans and maintains exam rooms and common working areas

Gives injections, start IVs, perform nebulizer treatments, EKGs, PFTs and other office procedures as needed  
Provides patient education and training  
Prepares surgical set-ups and assists with minor surgical procedures  
Documents patient interventions, updates and maintains electronic medical records  
Maintains patient confidentiality and HIPAA regulations  
Responds to refill requests as per office policy Performs in office CUA waived testing and controls Maintains equipment, instruments and stocks supplies  
Triage and respond to patient calls as per practice policy  
Assists with scheduling test and treatments, precertifying patients for hospital care and procedures and processing referrals to other providers  
Follow up timely return of patient test results and lab  
Communicates pertinent patient information, results and feedback to provider  
Communicates test results to patients  
Enters recalls and assists with recall process  
Coordinates care with disease management and other offices  
Attends in-services, office and nursing meetings  
Contributes to the development of policies and procedures  
Participates in professional development activities and maintains professional affiliations  
Adheres to infection control and OSHA regulations  
Maintains daily controls and narcotic counts Performs other related work as required  
Utilizes all available tools and resources to operate timely and efficiently  
Complete annual OSHA training

**How to Apply:**

Email [jobs@yvma.com](mailto:jobs@yvma.com) or fax 970-870-3499.

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**Position Posting Contact Information**

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**Posting Contact Name** Matthew Walton

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**Posting Contact Phone** (970) 879-3327

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**Posting Contact Email** [jobs@yvma.com](mailto:jobs@yvma.com)

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