



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Position: MAT Medical Assistant/Screening Technician

Location: White Earth, MN

Pay: \$20.42/hr.

Benefits: Full

Open: 12/16/2024

Close: 12/27/2024

Status: Full time

Position Summary:

This position is responsible for supporting and assisting MAT Treatment Services. The Medical Assistant/Screening Technician works as part of an interdisciplinary treatment care team assisting in the provision of administrative and clinical tasks, and drug screening tests for White Earth Behavioral Health and MAT Programs.

Position's outcomes:

- Understands and abides by drug screen policies and procedures.
- Performs collection and inspection of drug testing site for compliance.
- Administers drug screening tests to clients in accordance with program policy.
- Submits positive prescreening specimens to third party laboratory for confirmation testing of preliminary positive prescreening results.
- Gathers and complies information to keep clinical documentation files up to date and ready for clinicals each week.
- Works with insurance providers when appropriate for prior authorization.
- Ensures integrity of the chain of custody of the specimen.

Knowledge, Skills, and Abilities:

- Knowledge of adulterant drug properties and interactions to ascertain their immediate effect on results and which internal guidelines to follow.
- Knowledge of blood borne pathogens, infectious waste and their effect and proper sanitation, if exposed.
- Skill in talking to others to convey information effectively, communication in writing as appropriate for the needs of the audience.
- Ability to plan and organize the testing schedule for the day.
- Ability to recognize, identify and respond to manipulative behavior effectively.

Qualifications:

- **High School Diploma or equivalent.**
- **Prefer: One (1) year experience in Drug Testing or related field.**
- **Prefer: Medical Assistance certificate or clinical experience in medical or administrative office.**
- **Drug Testing Certification by the White Earth Reservation Drug Testing Program or ability to obtain within thirty (30) days of hire.**
- **Must be drug free and abstain from drug use during employment.**
- **Valid Driver's License and insurance for travel between sites and other business-related destinations.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Reservation Business Committee

Attention: Human Resources

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*