

TRIAGE

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a **full-time Triage** for our main Clinic in Salt Lake City, Utah.

Job Summary

- **Overview:** Responsible for screening patients and staff before entering the clinic. Enforces clinic, COVID, safety, and infection control policies.
- **Reports to:** SLC Practice Manager
- **Department:** Front Office
- **Schedule:** To Be Determined with the availability of 7:45 am – 6:00 pm Monday through Friday.
- **Closing Date:** September 15, 2021, or open until filled.
- **Apply:** Visit our [website!](#)
- **Contact:** Kelsie Bolaño, 385-955-6539

The successful candidate:

- Greet patients and employees as they enter the clinic.
- Take temperatures and pulse oximeters for all patients entering the clinic.
- Take temperatures for all employees.
- Sanitize thermometers and oximeters between each person.
- Manage supplies needed for triage.
- Maintain an organized and clean work area.
- Ask screening questions before patients enter the clinic.
- Ensure all employees and patients are wearing a mask.
- Provide masks for patients or employees that do not have a mask.
- Enforce clinic COVID, safety, and infection control policies.
- Stay current with updated COVID policies within the clinic.
- Attend COVID Taskforce meetings.
- Abide by clinic code of conduct.
- Cross-train in other positions.
- All other duties as assigned.

Job Posting – Triage -Full Time

Required Education, Experience, Knowledge, Skills, and Abilities

- A high school diploma or GED is required. Graduation from a recognized training facility for medical assistants or certified nursing assisting is preferred.
- Minimum one (1) year of experience in a physician practice is preferred.
- CPR certification required, MA certification or CNA certification preferred.
- Knowledge of basic office equipment including fax machine, copier, computer, telephones, etc.
- Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to handle multiple priorities at once with minimal supervision.
- Ability to comprehend and follow written and verbal instructions.
- Ability to organize and communicate clearly.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to maintain confidentiality of patient and employee information.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants