



**Now Accepting Applications for
the following positions:**

**Medical Assistant
Licensed Practical and Registered Nurse**



Letter from the Chief

Dear Medical Assistant and Nurse Applicants,

On behalf of the North Mason Regional Fire Authority, I would like to personally thank you for your consideration to join our Mobile Integrated Health Team. We are the first and only 911 emergency service organization in Washington State to be delivering this level of medical service out in the community and in patient's homes. If selected, you will be able to use your full medical scope to provide medical assistance and improve the lives of others. Your work with our team will be trail-blazing as we redefine how community medicine is delivered. You'll get the opportunity to work alongside emergency service crews and advanced medical providers who have the latitude to do whatever it takes to improve patient outcomes in North Mason County. As the Fire Chief of the NMRFA, I promise to provide the selected candidate with a work environment that lacks barriers to medical care, encourages innovation and ideas, places patient care above anything else, and gives the entire team everything they need to be successful.



As our selection process proceeds, we are excited to get to know you, both as an aspiring medical professional and as an individual. While we will spend some time during the process assessing skills, we will spend much more time becoming acquainted and learning what we can do to help you succeed. You will find that our assessment process is organized in a way that will allow you to learn about us and the values that drive our organization. The North Mason Regional Fire Authority values its members more than any other asset. Our members are responsible for carrying out our mission to "Safeguard our North Mason Communities" and for taking care of the North Mason community that my family and I call home. As a smaller organization, we operate as a tight-knit family, focused on professional excellence and compassion.

We encourage our members to be their best by promoting formal education, personal and professional goal setting, and perpetual 'Big-Thinking'. This is not a traditional clinical setting role. You will meet and deliver medicine for patients where they are at.

If you want to experience a work environment where no two days are the same, come join us. If you value opportunities to help others in need and to give back, come join us. If you enjoy being an integral part of a high-performing team, come join us. If you want to be part of building a program that has a profound impact on our community, come join us. If you want to learn alongside the medical community's best (I might be a bit biased here), come join us. If you want to have FUN working in the medical field, come join us. If you want to see your work change patients and families lives everyday, come join us.

Thank you again for considering the North Mason Regional Fire Authority as the next organization that you will call home. I look forward to meeting you and for you to meet us. If I can be of any assistance as the selection process moves along, please don't hesitate to contact me.

A handwritten signature in black ink, appearing to read 'Beau Bakken'.

Beau Bakken, Fire Chief
North Mason Regional Fire Authority



North Mason Regional Fire Authority
Mobile Integrated Health &
Resource Access Team

Important Dates

Application Period Open: April 15th, 2024

Application Period Closed: May 3rd, 2024

Assessment Process: May 7th, 2024

Final Interviews: May 10th, 2024

Definition and Major Function

This is a full-time, non-exempt, non-supervisory position reporting to, and at the direction of, the Authority's Physician Associate Medical Provider. The Medical Assistant, LPN, and RN will practice medicine under the supervision of the Mason County Medical Director and the Fire Authority's Physician Associate and contracted Psychiatric Advanced Psychiatric Registered Nurse Practitioner, to the extent permitted by the State of Washington and medical scope as defined by the NMRFA's medical director and Authority policy. The incumbent will work collaboratively and independently with the Authority's medical providers to examine, assist with diagnosis, and treat patients. Most of the work to be performed will be conducted in the field (patient's homes) and at the NMRFA's Fire Station facilities.

Employees assigned to this position will be on a one-year probationary period. Following the probationary year, work will be reviewed periodically to ensure job responsibilities are being met.

Roles and Responsibilities

These positions aid the North Mason Regional Fire Authority's medical providers (Physician Associates and Nurse Practitioners) by performing basic clinical, administrative, and housekeeping duties. He or she will interact directly with patients in the field and in a clinical setting, taking and recording vital signs, preparing patients for exams and procedures, drawing blood, administering medications, removing sutures, and performing simple wound care. The medical assistant will collect, prepare, and run simple laboratory tests and sterilize medical equipment. He or she will assist the providers and NMRFA administrative staff with various administrative duties to include data entry and record keeping as requested. This person will be responsible for maintaining the cleanliness of the waiting area and examination rooms, medical equipment and monitoring medical supply levels.



North Mason
Fire
PO Box 277 490 NE Belfair Hwy Belfair, WA 98528

PRINCIPAL DUTIES AND RESPONSIBILITIES OF THE MA, LPN and RN Position

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying these positions may be required to perform other reasonable duties and tasks as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Take and record a patient's height and weight, vital including blood pressure, pulse rate, respiratory rate, temperature, and oxygen saturation.
- Conduct visual acuity testing, urine dipstick, rapid strep, throat culture and wound culture.
- Perform phlebotomy and i-STAT.
- Administer oral or intramuscular (IM) medication under the direct supervision of the medical provider.
- Perform next day follow up phone calls to patients under the direction of the medical provider. Assist the front desk staff by answering telephones, greeting patients, scheduling referral appointments, filing paperwork and updating medical records.
- Clean the exam rooms between patients. Anticipate the needs of the provider based on patient complaint and have supplies ready.
- Keep treatment rooms tidy including rearranging and wiping down chairs and side tables, sweeping the floor, keeping the bathrooms properly stocked with paper products and soap.
- Be a supportive team player for all NMRFA co-workers.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum high school degree or equivalent.
- Maintain a valid Washington State Driver's License.
- Certificate of completion of an approved Medical Assistant, LPN or RN program.
- Current Washington State MA, LPN or RN license.
- Current CPR and First Aid Certifications.
- Previous urgent care or emergency field work experience is highly desirable.
- Previous work with patient's experiencing substance use and mental health disorders is highly desirable.
- Ability to apply written instructions and standardized work practices.
- Ability to establish and maintain effective relationships with staff, patients, and families.
- Willingness to take responsibility for actions; act positively upon feedback from others.
- Able to withstand physical & mental demands: standing, walking, stooping, bending, working outdoors. Requires ability to move equipment and transfer patients. Occasional stress in working with patients in crisis.
- Ability to work in patient's homes
- Basic computer knowledge.
- Experience with using an electronic health record keeping system is highly desirable.



North Mason
Fire

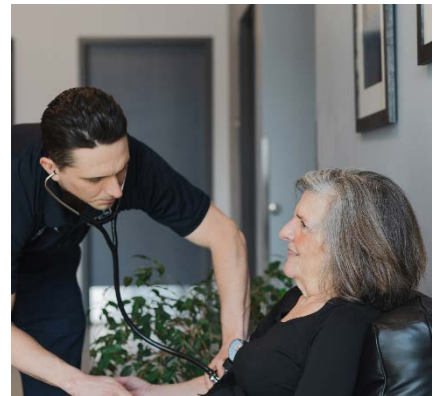
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Salary & Benefits

- \$30 to \$35 per hour for MA's. LPN's and RN's \$50 to \$60 per hour, all DOE.
- No Social Security participation
- Deferred Compensation Program with Authority Contribution up to 3.5% of annual salary
- Federally recognized holidays off
- Annual \$2,500 college educational tuition and book allowance
- 100% employer paid Medical, Dental, and Vision for individual and family
- \$2,500 to \$5,500 annual Health Retirement Account (HRA) contribution
- Authority Paid Life Insurance
- WA State PERS II Retirement Plan participation
- 9 hours per month monthly vacation leave accrual
- 8 hours monthly sick leave accrual

To Apply:

Completion and submission of an Authority Employment Application, a professional resume and a cover letter is required for all applicants. For additional information regarding the application process and/or to obtain a complete application packet, visit the Fire Authority's website at www.northmasonrfa.com. Please submit your application with all required materials to amccormick@northmasonrfa.com, in person to NMRFA Fire Station 21, located at 490 NE Old Belfair Hwy, Belfair, WA or by mail to the address below:



North Mason Regional Fire Authority
Attn: Executive Assistant Angie McCormick
PO Box 277
Belfair, WA 98528

Completed application packets are due no later than 5:00 p.m. on Friday May 3rd, 2024. Please contact Executive Assistant Angie McCormick at amccormick@northmasonrfa.com with any questions regarding the application or testing process.

The North Mason Regional Fire Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state, or local law. The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

About Us

The North Mason Regional Fire Authority serves Belfair and surrounding communities in North Mason County. The Authority covers 132 square miles and serves a population of 25,000 people. This population nearly doubles in the summertime recreation season.



The Authority is governed by a five-member Board of Fire Commissioners, and it utilizes four shifts of emergency personnel for emergency service work. In 2023, the Authority responded to just over 3000 emergency service requests. The Fire Authority responds to all emergency types, with EMT's and Paramedics providing emergency medical care and transport to area hospitals.



In 2023, the Fire Authority formed the first Mobile Integrated Health Program (MIHP). The MIHP employs advanced medical practitioners (PA, Psych-NP) who provide medical care for individuals who are referred through the 911 system and through community referral. The MIHP works to stabilize medical requests in the field that need urgent medical care but not emergency room attention. The MIHP then connects those individuals with primary medical care, home health care or other community resources. The MIHP operates from the Authority's state-of-the-art 21,000-square-foot headquarters Fire Station in Belfair, which was completed in May 2022. The Fire Station has a clinical exam room where many MIHP patients are seen and treated.



MEDICAL PROFESSIONAL APPLICATION

APPLICANT INFORMATION

Full Name: _____ Date of Birth: _____
Last First

Physical Address: _____
Street Address Apartment/Unit #

Mailing Address: _____
City State ZIP Code

_____ *Street Address Apartment/Unit #*

_____ *City State ZIP Code*

Home Phone: _____ Cell Phone: _____

Email Address: _____ Date Available: _____

Do you have or can you obtain a Washington state driver's license? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

SKILLS AND EXPERIENCE

Please indicate if you have any of the following skills or training:

- | | |
|---|--|
| <input type="checkbox"/> CPR | <input type="checkbox"/> Highway Safety and Flagging |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Communications and Radios |
| <input type="checkbox"/> Fire Safety Systems (alarms, extinguishers) | <input type="checkbox"/> Certified Trade (mechanic, electrician) |
| <input type="checkbox"/> Rescue Procedure (lifeguard, auto extrication) | <input type="checkbox"/> Occupational Health and Safety |
| <input type="checkbox"/> Commercial Driver's License (CDL) | <input type="checkbox"/> Other _____ |

Please explain any previous firefighter experience: _____

List below valid licenses or certificates of professional or vocational competence relevant to the position for which you are applying:

License/Certificate	License/Certificate Number	Expiration Date
1.		
2.		
3.		

EDUCATION

High School: _____ Highest Grade Level Achieved: _____

From _____ To _____ Did you graduate? YES NO Diploma: _____

College: _____ Course of Study: _____

From _____ To _____ Did you graduate? YES NO Degree _____

Other: _____ Course of Study: _____

From _____ To _____ Did you graduate? YES NO Degree _____

EMPLOYMENT

Please list any relevant (or most recent) employment:

Company Name: _____ From _____ To _____

Address: _____ Phone Number: _____

Supervisor: _____ May we contact for a reference? YES NO

Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ From _____ To _____

Address: _____ Phone Number: _____

Supervisor: _____ May we contact for a reference? YES NO

Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Additional, relevant employment may be attached.

REFERENCES

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable explain: _____

DRIVING RECORD

Full Name: _____
Last *First*

Driver's License Number: _____ State: _____

List all notices of infractions or traffic citations (other than parking tickets) that you have received within the last five (5) years:

<i>State</i>	<i>Month and Year</i>	<i>Type of Infraction</i>
1.	_____	_____
2.	_____	_____
3.	_____	_____

Infractions or citations will not necessarily remove you from consideration.

MISCELLANEOUS

How did you hear about this opportunity?

Word of Mouth: _____

- Website: _____
- Advertisement In: _____
- Social Media: _____
- Other: _____

NOTICES

The North Mason Regional Fire Authority (NMRFA) is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. NMRFA will reasonably accommodate candidates with disabilities as required by law.

NMRFA is a smoke and drug-free workplace.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I am not engaged in any outside activity or business that could be considered a conflict of interest with the NMRFA or those of its clients, nor will I become engaged in such activity or business if selected for the position for which I am applying.

For determination of my potential membership eligibility, I hereby authorize release of educational, police, criminal and employment information pertinent to the position for which I am applying and to contact any references I have listed within my application. I further authorize the North Mason Regional Fire Authority to rely upon and use, as it sees fit, any of the information received.

I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of furnishing such information. If employed, I release the NMRFA from any liability for future references it may provide regarding my employment with the NMRFA. Pursuant to RCW 43.43.834, background checks are available to the applicant upon request. It is my intention that any copy of this authorization is as valid as the signed original.

Signature: _____ Date: _____

Completed applications can be sent via email, fax, mail or hand delivered to:

**Attn: Angie McCormick-Executive Assistant
 North Mason Regional Fire Authority
 490 NE Old Belfair Hwy
 PO Box 277
 Belfair, WA 98528**

**Phone: 360-275-6711
 Fax: 360-275-6224
 Email: amccormick@northmasonrfa.com**