

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Healthcare Planner I**

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<b>EXEMPT: YES</b>	<b>JOB CODE: 3-SS T3</b>
<b>TARGET SALARY: \$14.78 - \$17.39/DOQ</b>	<b>SHIFT: M-F 8-5</b>
<b>PROGRAM: Clinic</b>	<b>LOCATION: CLINIC</b>
<b>REPORTS TO: Administrative Officer</b>	

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**SUMMARY:** This position is located at the Sophie Trettevick Indian Health Center at Neah Bay Washington. This position supports the Administration Department including program personnel, healthcare planning and grant research and preparation support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Works with the STIHC Administration on hiring process, budgets and budget modifications as well as contracts for all clinic programs.

Works with the STIHC Management to develop a network of funding resources and technical assistance for Tribal healthcare.

Collects and analyzes data for grants, healthcare and general STIHC planning. Assist in information gathering tasks to provide updated information for healthcare planning purposes.

Gathers and creates healthcare planning documents, general data and statistical or other background studies for healthcare. Assist in providing research projects for the Administrative Officer.

Develops demographic and other statistical profiles and databases and other planning related data as requested by the STIHC Administrative Officer.

Responsible for the planning and coordination of STIHC contracts including contracted medical providers.

Assists in writing and submitting grant proposals to carry out the STIHC Strategic Plan and program operations.

Responsible for the STIHC Administrative program records including filing, archiving, retrieval and disposal as per guidelines.

## **QUALIFICATIONS REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE:**

High School diploma or general education degree (GED)

One year of working experience in Tribal Government.

Some college level classes preferred

### **LANGUAGE SKILLS**

Incumbent must have the ability to read and interpret documents such as personnel manuals, procedure manuals, have the ability to write routine reports, correspondence and take meeting minutes. Have the ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have an ability compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Have an ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATION**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have a current First Aid/CPR certification.

### **OTHER SKILLS AND ABILITIES**

Must have excellent typing skills and working knowledge of computer skills including experience with Word, Excel, Powerpoint and email. Emphasis will be on accuracy and attention to details. Ability to use personal computer in order to perform various word processing, and spreadsheets.

Knowledge of English, grammar, spelling, punctuation, and variety of letter and report format in order to prepare correspondence and reports.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining schedules, setting up meetings and conferences, etc.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact in a courteous, helpful and effective manner contributing to a positive work environment.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices and priorities, of the office. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Must have knowledge of standard filing systems in order to prepare, file and retrieve various documents efficiently; ability to determine which records need disposal in accordance with the record retention policy.

Must have knowledge of HIPAA & Privacy Act.

Must have skills in interpersonal relationships is a priority for this position since the perception of the patient/visitor must be that the staff is interested in attending to their needs.

Must have skills and capability to efficiently make decisions.

Must have ability to operate office equipment such as fax, photocopier, and telephone.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is mostly sedentary although there is some walking, standing, bending, carrying light items such as paper and books.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is performed in an office setting. Some work may be performed in storeroom or warehouse. Incumbent must have a valid state driver's license to travel for tribal business.

## **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCESS:**

**Submit a Tribal Application for this position with supporting documentation to:**

Approved 05/07/08  
Revised 05/12/10  
Revised 04/29/16  
Reclassified 10/26/16

**Makah Tribal Council  
Human Resources**

**P.O. Box 115**

71 Makah Bay Drive

**Neah Bay, WA 98357**

**Fax: (360) 645-3123**

**E-mail: [Tabitha.herda@makah.com](mailto:Tabitha.herda@makah.com)**

OPEN: November 16, 2016

CLOSE: December 2, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.**

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.