

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator I (Makah Recovery Services)

EXEMPT: No	JOB CODE: 4-TS T5
TARGET SALARY: \$12.78 to \$15.04/DOQ	SHIFT: M-F 8-5 flex
PROGRAM: Clinic	LOCATION: Wellness Center
REPORTS TO: Chemical Dependency Clinical Supervisor	

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center Makah Wellness Center at Neah Bay, WA. Provides administrative coordination for all Makah Recovery Services providers, including scheduling management and coordination for chemical dependency treatment and prevention services. Performs a variety of complex administrative duties, follows agency quality assurance and improvement practices, adheres to strict legal standards for protected client and patient information, and provides excellent customer service to agency clients and patients.

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.

This position performs the following duties on a daily basis: Appointment scheduling, reminder calls/text messages, chart requests, medical documentation review, TARGET system reporting, interagency communication processing, miscellaneous information sharing duties, faxing documents, and mail pick up and delivery as needed.

Maintains complex appointment schedule for Makah Recovery Service providers utilizing paper and electronic patient scheduling and health record systems, and other means as necessary to ensure providers have appropriately filled schedules.

Performs urinalysis as needed for Makah Recovery Services clients.

Perform chart reviews on all client records for accuracy and completeness, and work with providers to ensure incomplete records are updated in a timely manner.

Assists chemical dependency clients with application to Apple Health to ensure alternate resources are maximized, and ensures that clients follow-up on the necessary paperwork to ensure a determination can be made quickly and efficiently.

Coordinate information exchange between Makah Recovery Services, Makah Healing to Wellness Court and other public agencies including County, State and Tribes.

Types and reproduces a variety of daily correspondence and documents from dictation, handwritten, typed, or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, and involves a wide variety of technical terminologies. This position is responsible for proper spelling, grammar, and arrangement of material for the Clinical Supervisor. Prepare copies and routes material to various departments at the request of the Clinical Supervisor. Maintains office files and performs follow-up as instructed.

Provide written research assignments for department policy comments, business practices, and/or financial transactions.

Provides direct support for agency substance abuse prevention projects, activities, and events, including ordering supplies, creating flyers, assist in planning and coordination, reporting activities using the Performance Based Prevention System (PBPS), and other duties related to drug and alcohol abuse prevention activities as needed.

Coordination and scheduling of interagency meetings, wrap around services, and special events as directed.

Follow-up on documents submitted for processing i.e., budget modifications, status forms, timecards, purchase orders, check requests, reports, and contracts to ensure timely turnaround.

Maintains files of all policies and procedures manuals as required by the Accreditation Association for Ambulatory Health Care (AAAHC) and Washington State Administrative Code (WAC). Distributes manuals for the mandatory review, edit and approval according to the provided schedule. Prepares final copy for review and approval to appropriate authority. Maintains record of revisions on all approved manuals.

Prepares training requests, travel vouchers and travel close outs for all Makah Recovery Services providers and locum providers in accordance to Personnel Policies and Procedures Manual. Maintains internal logs, as well as completed register of all training and travel costs.

Independently handles all routine and non-routine workflow for the Makah Recovery Services program and lobby.

This position performs the following customer service duties: Answers the phone and routes calls or takes messages; greets clients, visitors and staff in a professional, courteous manner; answering questions, routing calls to

appropriate destination, greeting clients, visitors and staff in a professional, courteous manner; ascertains nature of business and directs visitors or callers to appropriate person.

Receives, sorts, and distributes incoming and outgoing mail, and delivers documents to other departments as needed.

Transport Clients to treatment facilities as needed.

May occasionally fill-in for the Coordinator I (Integrative Health).

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED)

Minimum of two years office or clerical experience.

One year experience with Target 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. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

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.

Must have a current First Aid/CPR certification or obtain certification within 90 days of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Must have strong typing and computer skills, with an emphasis on accuracy and attention to detail. Must be proficient with use of personal computers for creating various word processing and spreadsheet documents.

Must be proficient with the English language and have strong grammar, spelling, punctuation, and the ability to create a variety of letters and reports in multiple formats.

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

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices and priorities, of the agency. This includes the ability to plan and organize work using independent 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, and must be able to follow agency guidelines for record disposal in accordance with the record retention policy.

Must have knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and Title 42 of the Code of Federal Regulations (CFR) Part 2. This position must adhere to strict agency privacy guidelines for all protected client and patient information.

Must have strong customer service and interpersonal communication skills. Customer service and client satisfaction is a high priority for this agency.

Must have ability to independently assess situations and efficiently make decisions that support the agency's objectives and adhere to strict privacy standards. .

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

PHYSICAL DEMANDS

The work involves a combination of sitting, walking, standing, bending, carrying of light items, and driving.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation /proof of immunity prior to employment. All employees shall have a tuberculin test upon employment and annually thereafter.

EXCEPTION: If you were born before 1957 you are **NOT REQUIRED** to have the measles and rubella immunization nor do you need to provide documentation. 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.

SPECIAL CONSIDERATION: if you are allergic to any component of the vaccine or have a 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.

WORK ENVIRONMENT

Most of the work is performed in an office setting. Some work may be performed in storerooms, warehouses, and in the community and public school as directed for substance abuse prevention activities. Incumbent must have a valid state driver's license to travel for tribal business.

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:

08/20/08
Reclassified 06/20/14

Makah Tribal Council

Human Resources

P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: November 5, 2018

CLOSE: November 9, 2018

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.