

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator I (Community Health)

EXEMPT: No	JOB CODE: 4-TS T5
TARGET SALARY: \$13.56 to \$15.95/DOQ	SHIFT: M-F Flex
PROGRAM: Clinic	LOCATION: Wellness
REPORTS TO: Community Health Nurse	

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center Wellness Center at Neah Bay Washington. This position provides administrative assistance, support services, and coordination of activities within the Community Health Program.

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.

Coordinates the Medical Transport program, accepts and processes applications, provides notification to clients via telephone and email regarding eligibility, and maintains appropriate program files and logs.

Coordinates the Patient Support Services program, accepts and processes applications for this program, provides notification to clients via telephone and email regarding eligibility, and maintains appropriate program files and logs.

Refers and assists eligible patients to access Paratransit Medical Gas Voucher program and other appropriate resources.

Serves as the receptionist receiving calls, gives information to callers; screens and routes calls to appropriate destination; obtains and records callers name, time and call, nature of business, and person called upon; greets visitors, staff and others in a professional courteous manner ascertains nature of business and directs visitors or callers to appropriate person.

Monitors in-house referrals to assist patient in obtaining the recommended treatment plan ordered by the clinician.

Provides confidential secretarial services for the Community Health Nurse to include; typing on PC word processing program, letters, memorandums, flyers, statistical information meeting notes, etc.

Maintain complex appointment schedules for Community Health Staff.

Coordinates meeting schedules, reserves facilities and assists with planning of special events as directed.

Prepares and 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.

Prepares training requests, travel vouchers and travel closeouts for Community Health staff in accordance with Personnel Policies and Procedures Manual.

Receives, sorts, and distributes incoming and outgoing Community Health mail and delivers documents to Community staff as needed.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Minimum of 2 years office or clerical experience.

Must have experience in dealing with the public.

LANGUAGE SKILLS

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.

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

Must have a First Aid/CPR card or ability to obtain within 30 days of hire and maintain such training as required for continued employment.

Must complete STIHC provided Blood Borne Pathogen training within 30 days of hire and maintain such training as required for continued employment.

Must be willing and able to complete STIHC provided HIPAA training within 30 days of hire and maintain such training as required for continued employment.

OTHER SKILLS AND ABILITIES

Must have excellent typing and computer skills; emphasis will be on accuracy and attention to details.

Must have the ability to use a personnel computer (PC) in order to perform various word processing, spreadsheets, databases, etc.

Must have excellent knowledge of English, grammar, spelling, punctuation, and knowledge of letter and report formatting in order to prepare correspondence, newsletter articles, and reports.

Ability to maintain current and accurate records and submit reports on time.

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.

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 and understanding of Health Insurance Portability and Accountability Act (HIPAA). Use of patient records is an integral part of the position and privacy of individuals files must be protected to the fullest as required by law.

Must possess excellent organizational and community skills. Caring, sensitive attitude and a commitment to serving people in need.

Must have skills in interpersonal relationships; this 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 the ability to proficiently operate office equipment such as: fax, calculator, 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.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

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.

PHYSICAL DEMANDS

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

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:

**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: January 11, 2019
CLOSE: January 17, 2019**

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.