

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Administrative Manager

EXEMPT: Yes	JOB CODE: 2-M T3
TARGET SALARY: \$21.95 to \$25.82/DOQ	SHIFT: M-F 8-5
PROGRAM: Clinic	LOCATION: STIHC
REPORTS TO: Health Director	

SUMMARY: This position is located at the Sophie Trettevick Indian Health Clinic (STIHC) at Neah Bay, Washington. The employee renders administrative management duties at the Clinic under the direction of the Health Director.

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.

Clinic Operations

Assists the Health Director with the program planning for the organization. Participates in continuous quality improvement for all STIHC programs and promotes coordination of all programs and services to achieve objectives and goals. Serves as the coordinator for accreditation activities pertaining to administrative functions such as fiscal and personnel management.

Assists the Health Director in writing, reviewing and editing policies and procedures.

Reviews no-grant budget reports monthly and makes adjustments as necessary to ensure program allocations are maintained within budgetary limits.

Serves as Public relations Specialist for STIHC. Keeps the user population advised of program changes. May be asked to serve as STIHC representative at various meetings.

Is responsible for overseeing all procurement activities including supplies and equipment.

Provides direct support to all STIHC program managers and supervisors with administrative duties including personnel and human resources.

Purchased Referred Care

Is administratively responsible for the Purchased and Referred Care (PRC) activities which provides authorization and payment for health care services for eligible beneficiaries who are referred out for further care.

Closely monitors commitment registers to assure that pre-authorization and pre-obligation requirements are met and funding levels are sufficient to meet the needs of the PRC program. Monitors pending files to assure that obligated, and alternate resources are utilized to the fullest extent.

Monitors and advises the Health Director of any trends, irregularities and/or cartographic cases which may affect PRC allowances at the STIHC

Recruitment

Assists the Health Director, Clinic Practice Manager and other managers who supervise in Patient Care with recruitment of healthcare providers.

Create and maintain contracts with outside agencies to secure temporary medical providers as needed and other contracts deemed necessary.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 10 employees in the program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must have a Bachelor's degree in public health, psychology, sociology, education or related field; or five years of recent demonstrated high level professional and community experience may substitute for a Bachelor's Degree.

Must have a minimum of two years supervisory experience.

Must have experience in program management.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

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.

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

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Ability to respond to emergency situations such as clinic response to community emergencies.

Must have a working knowledge of the principles of supervision, organization of work and workload balances, wise use of staff skills, interviewing, training, nurturing collaborative team work and cooperation among staff to achieve smooth, efficient work flow.

Must have knowledge of the culture and diversity of Native population and have a practical knowledge of human behavior and skill sufficient to understand the motivations and reactions of staff, patients and community members.

Must have excellent interpersonal relationship skills as this position works with a diverse set of employees, supervisors, managers, contractors and medical providers.

Travel is required for this position so must have the ability to be away from the office and home for 2-5 days at a time.

Knowledge and complete understanding of HIPAA & Privacy Act as required as use of patient records and is an integral part of the position and privacy of individuals files must be protected to the fullest.

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.

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 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 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 duties of this job, the employee is required to stand, walk, and sit. The employee must occasionally lift and/or move objects up to 50 lbs.

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 a health care setting and there is probable exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work will likely include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. Outreach work may include exposure to outdoor weather conditions.

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: June 11, 2019
CLOSE: June 24, 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.