

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator II (Clinic Operations)

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$18.91 to \$19.90/DOQ	SHIFT: M-F 8-5 flex
PROGRAM: Clinic - Admin	LOCATION: 250 Fort St.
REPORTS TO: Administrative Manager	

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center at Neah Bay Washington. This position provides administrative assistance and support services, and coordination of activities within the clinic operations. Provides a variety of complex administrative, property, procurement, and quality assurances.

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 and reports all required provider credentialing according to AAAHC standards. Maintains confidential provider files, monitors licensure of provider staff. Investigates all schooling, work history and references of licensed providers. Provide credentialing report the Executive Committee. Maintains tickler file to ensure organization remains in compliance.

Maintains approved copies of all policies and procedures manuals as required by AAAHC. Distributes manuals for the mandatory review, edit and approval according to schedule. Prepares final copy for review and approval to appropriate approval authority. Maintains record of revisions on all approved manuals

Monitors service files pertaining to current AAAHC standards and provides information and samples of other existing programs to program managers to meet accreditation requirements.

Types and reproduces a variety of daily correspondence and documents from dictation, handwritten, or written, or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, including a wide variety of technical terminologies. Responsible for proper spelling, grammar formats, arrangement of material for the Health Director, Administrative Manager and other Administrative staff. Prepare copies and routes material to

various departments at the request of the Administrative staff. Maintains office files and performs follow-up as instructed.

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

Coordinates interagency meetings as directed by the Administrative Manager. Responsible to schedule required meetings and special events.

Serves as STIHC payroll point of contact, collects and reconciles all timecards, records and maintains copies and forwards to ASD for timely processing.

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.

Schedules and coordinates Provider Unit Housing for visiting providers and permanent staff by maintaining a schedule for all units.

Coordinates the move in/move outs of the Provider Units and maintains the housing files to ensure that each unit is scheduled for maintenance in accordance with established standards and ensures tenants have the proper agreements in place.

Coordinates physicians' back-up services with Clinic Practice Manager, travel clerk, and Administrative Manager.

Assists Facility Manager with procurement of supplies for all STIHC facilities and Provider Units. Maintains an inventory control system to adequately track STIHC property.

Assist in adjustment actions to accounting property records when a physical inventory of equipment discloses overages, shortages, loss, theft, or destruction of property was discovered. Assist with the annual property inventory and maintain records of the clinic inventory.

Receives all shipped inventory and sorts and ensure packages are delivered to the appropriate department. Follows up on all shipping receipts and ensures they are sent to ASD.

Coordinates usage and schedules maintenance of the Clinic GSA vehicles.

Processes all purchase orders, check requests and ensure department supplies are ordered on line or from centralized purchasing.

Responsible for ordering and maintaining all forms for the Clinic through the administrative office for inventory. Maintain a file for pharmacy, lab, business office, medical records, and maintenance forms as required.

Independently handles all routine and non-routine workflow for the administrative offices.

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).

A.A. Degree or a Combination of education and experience may be used to meet qualification requirements.

Two years of clerical experience with at least one year in a Health Care setting

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 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 be willing and able to obtain within 90 days of hire.

OTHER SKILLS AND ABILITIES

Must have excellent typing skills and computer skills. Emphasis will be on accuracy and attention to details. Ability to use personnel 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.

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 accounting personal property inventory schedule-reporting procedures.

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 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 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.

Ability to maintain confidentially within the program staff at the highest level.

Must submit to an 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 fully immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees may be 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 tuberculosis testing 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 an annual symptom questionnaire, and must report any relevant symptoms promptly.

Special Consideration: Exceptions may be made if you are allergic to any component of a required vaccine, have documented history of a severe reaction to a vaccine, or have another medical reason why you cannot receive a certain vaccine. However, you are required to provide documentation/proof of allergy or medical condition that prevents use of that vaccine, 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.

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.

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, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123**

**OPEN: May 1, 2024
CLOSE: May 16, 2024**

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL

ADDRESS)

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, gender identity, 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.