

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH**

POSITION: Administrative Coordinator CHR/PHN

SALARY: \$16.00

DEPARTMENT: Public Health Nursing

ACCOUNTABLE TO: Director of Public Health Nursing

CLASSIFICATION: Regular Full Time, covered, non-exempt

OPENING DATE: April 11, 2024

CLOSING DATE: April 24, 2024 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

(applicant will be notified of any missing documents)

SUMMARY OF WORK: This position performs general managerial duties of typing, filing, entering PCC data and CHR reports, schedule clinics and groups using the CHR Department, submitting requisitions, completing quarterly reports, answers the telephone and records messages, delivers/receives daily mail, coordinate employee timesheets and other clerical work.

JOB CHARACTERISTICS:

Nature of work: This position performs duties requiring accuracy, attention to details and efficiency. Position performs duties of typing, filing, recording, calculating, using a computer and other office machines and receives/ greets customers in a kind and professional manner. Also, maintains confidentiality of patient data and personnel files.

Personal Contacts: Daily contact with the public in person and over the phone, greets visitors and dispenses medical supplies and equipment as directed by the Director of PHN.

Supervision Received: Minimal supervision received from the director.

Supervision Exercised: Acting supervisor as needed for up to 10 employees, and supervision for the maintenance, upkeep and use of the CHR/PHN Department.

Essential Functions: Clerical duties require the ability to read written material, type, file, calculate, record and review data.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Receives and routes all phone calls, keeps a daily log of all calls and records, and posts messages for staff. Maintains a daily attendance log for all employees.

Receives and delivers daily mail, which includes stamping and routing mail to appropriate staff members.

Types all correspondence, memorandums, letters, appointment, and other documents as directed by supervisor.

Manages and maintains the file system for the program, makes copies, may record, take dictation for meetings as directed. Performs duties using the calculator, provides assistance for travel or training, submits all vouchers and mileage forms, orders all supplies and provides inventory of supplies received. Calculates monthly customer visitations, and the final reports and also other clerical duties as required.

JOB REQUIREMENTS

Knowledge: This position requires acknowledge of: standard office procedures and practices. Knowledge of the principles of bookkeeping and accounting.

Skills: This position requires skill and secretarial and clerical work. Skills in operating all office machines is required.

Abilities: This position requires the ability to: pleasantly and efficiently greet the public, schedule appointments; maintain files; input PCC Data into the I.H.S. patient files; adhere to standards of confidentiality; communicate effectively, orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisor and the public.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma
- College course work in computer, bookkeeping and accounting is preferred.
- Certification in First Aid and CPR is preferred (Must obtain within 60 days of hire).
- Must possess a valid Montana Driver's license.
- Knowledge of computers to do PCC Data and Entry into the RPMS system.

JOB PERFORMANCE STANDARDS

- Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:
- Maintaining confidentiality of records, personnel information disclosed.
- Understands Privacy Act and adheres to regulations.
- Adheres to standards of confidentiality- HIPAA
- Works well with others, co-workers, supervisors, general public, and outside entities.
- Takes direction well.
- Professional in all aspects of work performed.
- Observes work hours and punctuality.
- Deals tactfully and courteously with clients and the public.
- Establishes and maintains effective working relationships with all healthcare professionals, fellow employees, supervisors, and the public.