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## **Ilanka Community Health Center Administrative Coordinator**

**Team:** ICHC

**Reports to:** ICHC Operations Director

**FLSA Status:** Non-Exempt

**Salary Range:** \$24.50-\$32.00 per hour/DOE

**Schedule:** Full Time, Regular

**Last Revised:** March 2022

*This position is responsible for effectively working within a team environment, providing a variety of specialized administrative support to the Administrative Team. Assignments are provided by defining objectives, priorities, and deadlines and assisting with unusual situations that do not have clear precedents.*

*In-House training for Essential Functions and Knowledge categories will be provided for applicants who meet the necessary Qualifications and Competencies listed below.*

### **Overview of Essential Functions / General Duties**

- Oversees contract record management, including timely tracking, maintenance, and document preparation.
- Maintains schedule and coordinates QI/QA, Risk Management, and other related meetings. Prepares meeting agendas and assembles packets of materials; records and prepares meeting minutes.
- Assists with the on-boarding of clinic employees; may check references of a potential employee; determining and completing necessary pre-hire activities to include ensuring the employee has the equipment they need prior to their first day of work.
- Assist with timely tracking, maintenance, and document preparation for credentialed staff within regulatory guidelines as required by Health Services and Resources Administration (HRSA).
- Works with department leaders to ensure required trainings are completed, maintaining logs, including overseeing annual confidentiality agreements.
- Maintains inventory and office supplies. Anticipate office needs; evaluate new office products; places and expedites orders when necessary.
- Ensures operation of office equipment and requests maintenance when necessary.
- Arranges and coordinates travel schedules and reservations for meetings, training, and travel away from main work site location for administrative staff.
- Creating, editing, producing and/or distributing varied correspondence, reports, meeting minutes, notices, presentations, and other materials, reviewing work for format consistency, grammatical construction, and typographical accuracy; presenting finished materials for review, or distributing as requested.
- Inputs data into computer database systems; retrieves, verifies, and corrects information from the computer system. Compiles and analyzes data from source documents.



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- Proficient in Access, MS Word, Excel, Outlook. Knows or learns how to perform filtering and sorting of data, V-lookup, and other functions.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) and HITECH.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events which may be outside regular hours.
- Other duties as assigned.

#### **Knowledge Required at a Level Appropriate for This Position**

- Knowledge of modern office practices and procedures including the maintenance of files and records.
- Knowledge and ability to work with computers and job-related software programs and office equipment.
- Knowledge of basic project management principles, research methods and techniques.
- Knowledge of basic financial processes and concepts.
- Ability to maintain a working knowledge of applicable Federal, State, and Local regulations and laws.

#### **Competencies:**

- Reliable attendance and punctuality.
- Ability to support the mission, vision, and philosophy of ICHC, committing to department and tribal policies and procedures, accurately using judgment in interpreting, and adapting guidelines for application to specific cases or problems.
- Able to provide initiative and resourcefulness in evaluating traditional processes to improve efficiencies. Also showing flexibility when process change is initiated by others.
- Able to provide excellent customer service, including the ability to provide appropriate and effective verbal and written communication.
- Ability to organize the multiple demands of the job, shifting priorities as needed while meeting deadlines and maintaining program goals with minimal supervision.
- Able to meet assigned deadlines with accurate and detailed work.
- Ability to follow instructions, problem solve, learn, and continuously improve, exhibiting personal effectiveness and credibility.
- Knowledgeable and able to comply with HIPAA and HITECH regulations, maintaining a high level of confidentiality, which includes only accessing appropriate information needed to perform job duties.
- Maintain a clean, professional appearance with business casual attire.



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### Qualifications

- High school diploma or equivalent required.
- Must successfully pass a criminal and background check.
- Preferred experience in office setting.
- Willingness to receive on the job training, attend online training for skill development and/or be willing and able to travel for training, if needed.
- May require possession of a valid Alaska driver's license.

### Certifications

- BLS or CPR Pro recommended

### Physical Demands/Work Environment

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of items up to 30 pounds, such as copy paper, books, or small parts; or driving an automobile. The employee must be able to read, write, speak, and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.

### Blood/Fluid Exposure Risk:

Category II: Employee may be exposed to housekeeping products. Usual tasks do not involve exposure to blood, body fluid, or tissues but job has potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

### Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that it has discussed with me.

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Employee Signature

Date

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Health Administrator

Date