



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Healthcare Office Manager  
**DEPARTMENT:** Tribal Health  
**SALARY:** DOE  
**OPENING DATE:** September 23, 2020    **CLOSING DATE:** October 7, 2020

### **GENERAL STATEMENT:**

An office manager who works in a healthcare setting is involved in all of the day-to-day administrative tasks required to keep a medical practice running smoothly. Provide administrative, secretarial and clerical support to others in the office to maintain an efficient office environment. Ensures the efficient day-to-day operation of the office, and support the work of management and other staff. Support managers and employees through a variety of tasks related to organization and communication. You will ensure that all administration tasks are completed accurately and delivered with high quality and in a timely manner. Healthcare Office Manager may have to take on a wide variety of duties. These duties can include:

### **QUALIFICATIONS:**

- High School Diploma or GED.
- Associates degree and/or minimum of 3 years experience as office manager or combination of experience and business/office management training, preferred.
- Must have strong computer skills including MS Office or equivalent, internet skills including use of e-mails, group messaging and data collection
- Must have good oral and written communication and interpersonal skills.
- Ability to work independently and be self-motivated.
- Must possess a valid driver's license and be insurable through the Tribes insurance carrier.
- Knowledge of the Privacy and Freedom of Information Act, HIPAA, and other laws applicable to the position.
- Must be able to pass a criminal background under the Indian Child protection and Family Violence Act and the Adam Walsh Act.

### **DUTIES AND RESPONSIBILITIES**

- Assessing the client's needs for health and wellness services.

- Conducting and collecting data basic screening, screenings, home visits, and self-management classes.
- Provides blood glucose, blood pressure and cholesterol screening, information and referral and care coordination to high-risk clients
- Collect data for prevention, BMI's, and physical activities and conduct prevention presentations.
- Coordinate and collaborate with other programs to establish events for youth and adults involved in diabetes prevention and how to obtain a healthy lifestyle.
- Maintain files for CHR, Diabetes Program and submit PCCs and Monthly reports as required.
- Will transport clients for medical appointments for all departments under Tribal Health when necessary.
- Clean and maintain GSA/Tribal Vehicles.
- Other duties as assigned by immediate supervisor to carry out the functions of the position.
- Maintains strict confidentiality of all information processed through the Human Resource Department including records, reports, documents, conversations, etc.

#### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License and driving record, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.