



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Data Management and Grants Support  
**DEPARTMENT:** Tribal Health  
**SUPERVISION:** Tribal Health Director  
**SALARY:** DOE  
**OPENING DATE:** February 8, 2021      **CLOSING DATE:** February 19, 2021

### **POSITION SUMMARY:**

The data management and grants support position will serve as the program implementation support in this field. As a data management you will assign appropriate level and procedure systems to meet COVID-19 deliverables and documentation of work into daily program functionality for reports. Implementation of an EHR system documented in the medical record while assuring that documentation supports the diagnosis and procedure selected. Primarily take the data provided and use it to compile and submit to Grantors. As grant support you will become familiar with the programs multiple grants and help monitor the grant budgets and analytical progress. You will ensure that all administration tasks are completed accurately and delivered with high quality and in a timely manner.

### **QUALIFICATIONS:**

To perform this job successfully the applicant will possess the abilities or aptitude to perform each duty proficiently. Ability to interact effectively and in a supportive manner with people of all backgrounds. Ability to exercise personal leadership skills such as conflict resolution, negotiating, instructing, persuading, public speaking, and giving/receiving constructive criticism. Associates Degree preferred or 2 years minimum equivalent related work experience. Grant Writing experience preferred, processing and billing experience. Must have strong organizational, written and verbal communication skills and the ability to work under pressure. Attention to detail and problem-solving. Knowledge of Microsoft Office software (Publisher, Excel, Word, Power Point) and Google office systems (Gmail, Calendar, Hangouts, Drive). Must have a valid driver's license. First Aid and CPR certification within 90 of employment.

### **DUTIES AND RESPONSIBILITIES**

#### **Data Management Duties**

- Assign and sequence procedural information documented in the EHR.
- Assure that provider documentation supports the procedures selected.

- Consult with grantors when conflicting or ambiguous documentation is present.
- Research and request correction before assigning data that is not supported by documentation.
- Maintain current knowledge of procedures. Maintaining strict confidentiality in line with established program policies and best practices.
- Provide training to staff on data classification systems.

#### **Daily Billing duties**

- Manage the program Accounts Receivable reports and status.
- Implement and work with EHR management system.
- Provide training to staff on Data Management and classification systems.
- Provide program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related web sites.
- Promote ESTH programs positively and enthusiastically with excellent customer service skills.
- And other duties as directed by ESTH Director

#### **Grant Support duties**

- Understanding the financial requirements of ESTH such as grants, contracts and department budgets, allowable expenses, grant specific requirements and deadlines.
- Work with Director on maintaining budget parameters
- Submission of grant reports and other deliverables to maintain grant compliance by grant specific due dates.
- Manage time effectively to ensure completion of tasks and grant projects by established deadlines.
- Provide program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related web sites.  
Promote ESTH programs positively and enthusiastically with excellent customer service skills.

### **PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO:**

Ability to have current monthly figures for all grants and track all grant status.

Have EHR up and running in a timely manner.

Limit data entry error to minimum allowance.

Provide positive communication and awareness with community and supporting programs

### **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 [saragon@easternshoshone.org](mailto:saragon@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, 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.