



*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:** Eastern Shoshone Tribal Health  
**SALARY:** Depending on Experience  
**OPENING DATE:** June 9, 2023 **CLOSING DATE:** OPEN UNTIL FILLED

### **GENERAL STATEMENT:**

The Healthcare Office Manager operates 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.

### **DUTIES AND RESPONSIBILITIES:**

- Understanding the financial requirements of the office such as grants, contracts and department budgets and allowable expenses.
- Promote Tribal Health Programs positively and enthusiastically with excellent customer service skills.
- Assist with patients to enroll in alternate payment resources such as Marketplace, CHIP, Medicaid and Medicare.
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, meeting minutes and other documents.
- Prepare and send outgoing faxes, mail, messages and parcels; receive, sort and distribute incoming mail and record all functions in daily logs.
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Provide secretarial and administrative support to management and other staff.
- Organize travel arrangements, meetings and other arrangements for staff.
- Answer phones and transfer to the appropriate staff member.
- Process Accounts payable, accounts receivable and check requests.
- Maintain office filing and storage systems.
- Retrieve information when requested.
- perform work related errands.
- Performs other duties as assigned to maintain and enhance the operation of the program.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Skills in organizational and administrative tasks
- Skill in work management and prioritizing
- Ability to multi task in a busy environment
- Ability to complete tasks on time
- Knowledge of Health Office Management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Proficiency in MS Office
- Must be able to lift at least 40 pounds.

## **QUALIFICATIONS:**

- 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.
- Must be a critical thinker who can communicate effectively with strong organizational and administrative skills.
- 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.

## **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 [rferris@easternshoshone.org](mailto:rferris@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.