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 is 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 and can be sent via email to 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
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.