



## **NVIH POSITION DESCRIPTION**

### **COMMUNITY HEALTH MANAGEMENT ASSISTANT**

**REPORTS TO:** Community Health Director

**SUPERVISES:** None

**POSITION SUMMARY:** The Community Health Management Assistant is responsible for effective departmental office systems in order to coordinate and facilitate the clerical, fiscal, and data input tasks related to Community Health program and service activities at both sites.

#### **RESPONSIBILITIES:**

1. Insure that Community Health office and service procedures are customer oriented, effective, efficient, consistent and properly implemented at both sites.
2. Maintain current knowledge of RPMS in order to insure that the RPMS Community Health data input and reports are reliable.
3. Insure that agendas and minutes of all Community Health meetings are recorded, transcribed, and distributed.
4. Coordinate the timely submission of Community Health Time Sheets and Leave Requests.
5. Insure that all required reports, including those for specific contracts and grant programs, are submitted on time.
6. Maintain open and constructive communications with the Supervisor, Community Health staff, all other NVIH staff, clients, other service agencies and related business agencies.
7. Conduct and coordinate specific programs as assigned.
8. Provide reception to clients in person or over the phone and direct them to appropriate services in house or via "Information & Referral" resources in the community.
9. Provide or facilitate WIC and other Community Health services for clients who phone or come to the office.
10. Document all client services provided according to procedure.
11. Maintain accurate, accessible records and files of all correspondence, informational material, documents, client charts, and other program related information.
12. Perform RPMS data input, inquiries and collect other project data for analysis and reports.
13. Assist with orientation and training of new staff.
14. Prepare and send WIC, IHS and FEMA related reports.
15. Prepare monthly departmental stats and submit to administration.
16. Prepare Community Health purchase orders and code expenses to appropriate accounts
17. Prepare and send monthly WIC invoices, FEMA emergency food program and IHS Car Seat and Bike Helmet program invoices.
18. Maintain general office equipment and supplies, i.e. change toner and print cartridges and keep copier, fax and printers supplied with paper.
19. Reconcile FEMA emergency food program grocery receipts with program voucher log.
20. Properly maintain daily journal sheet for cash received, as needed.
21. Other duties as assigned.

#### **QUALIFICATIONS:**

1. Four (4) years of employment in a clerical position desirable.
2. Leadership abilities.
3. High school graduate, GED
4. Graduate of an approved secretarial program desirable.
5. Advance computer skills essential.
6. Experience with electronic data systems helpful.
7. Effective written and verbal communication skills.
8. Able to organize, adapt and prioritize daily tasks independently.
9. Effective interpersonal skills in maintaining effective work relationships.
10. Willing to be a responsible participant in the varied job/service duties, contract mandates and activities of NVIH.
11. Commitment to maintain confidentiality as it relates to clients and co-workers.
12. Sensitivity to those with different life styles and to the Native American culture.
13. Willing to continue to learn and to attend trainings as needed.
14. Valid California Drivers License and proof of personal vehicle insurance.
15. Current CPR card.
16. At least one year of accounting experience preferred.
17. Ability to make accurate entries and mathematical calculations quickly and accurately.
18. Proficient in the use of Microsoft Office software programs.
19. Ability to multitask, excellent organizational skills and follow through.
20. Ability to maintain general office equipment, i.e. copier, fax, printer etc.
21. Ability to provide notary services for NVIH clients helpful.
22. Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity and At Will Employer.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

**FLSA STATUS:** Non-Exempt

**DATE OF LAST REVIEW / REVISION:** 11/2008

**ASSIGNED SITE:** Willows

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Valerie Baker, Community Health Management Assistant

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Date