



NVIH POSITION DESCRIPTION

COMMUNITY HEALTH SECRETARY / SERVICE WORKER

REPORTS TO: Community Health Director

SUPERVISES: None

POSITION SUMMARY: Performs the clerical and fiscal tasks related to Community Health department activities, coordinates tasks with related NVIH departments, is a source for information and referral, and provides Community Health services in the office setting.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Answer all incoming phone calls with courtesy and route written messages as needed.
2. Maintain a current resource file of "Information and Referral" for those who request such information.
3. Provide or facilitate, by verbal referral, WIC and other services for clients who phone or come to the office. Document all services according to procedure.
4. Maintain open and constructive communications with the Community Health Director,- Community Health staff, all other NVIH staff, clients, other service agencies, and related business agencies.
5. Type, copy, distribute, and file all correspondence of the Community Health Director and the specific Community Health office. Correspondence consists of letters, memos, reports, forms, manuals, job descriptions, agreements, plus any other written information.
6. Maintain accurate, accessible records and files of all correspondence, informational material, documents, Community Health client charts, and other program related information.
7. Maintain general office equipment and supplies, i.e. change toner and print cartridges and keep copier, fax and printers supplied with paper.
8. Collect data for reports.
9. Do the data input for all Community Health computer information systems.
10. Record, transcribe, and distribute agendas and minutes of Community Health department meetings and other meetings as assigned.
11. Type reports as requested by Community Health staff.
12. Coordinate the timely submission of Time Sheets, Leave Requests, and all other required reports.
13. Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. High school graduate with two (2) years of secretarial experience or two (2) years secretarial school.
2. Able to:
 - a. Type fifty (50) wpm from copy.
 - b. Skillfully utilize word processor/personal computer.
 - c. Establish and maintain filing systems.
 - d. Receive clients and answer phones in a responsive, courteous, pleasant manner.
 - e. Utilize general office machines, i.e. FAX, copier, typewriter, 10 key, etc.
 - f. Demonstrate effective written and verbal communication skills.
 - g. Organize, adapt, and prioritize daily tasks independently.
 - h. Meet deadlines.
3. Interpersonal skills in communications and maintaining effective work relationships.
4. Willing to be a responsible participant in the varied job/service duties, contract mandates, and activities of NVIH.

5. Commitment to maintain confidentiality as it relates to clients and co-workers.
6. Sensitivity to those with different life styles and to the American Indian culture.
7. Valid California Drivers License and proof of personal liability automobile insurance as required by California state law.
8. Current CPR card.
9. 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 Employer.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally 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: Chico

Signature

Date