



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
karenj@spiritlakenation.com

**Job Title:**

**PHN/CHR Administrative Coordinator**

**Open Date:**

**May 21, 2019**

**Position Objective:** PHN/CHR Administrative Coordinator will provide support to the Public Health Nursing/Community Health Representative (PHN/CHR) Program Director, PHN and CHR staff with coordinating daily operations of the program including answering the phone, taking messages, faxing patient information to and from multiple healthcare entities such as acute care inpatient settings, clinics, various local, state and federal government healthcare programs. This individual will assist the PHN/CHR Program Director with monitoring electronic RPMS PCC encounters working directly with CHRs to ensure the data is accurate. Will render weekly/monthly reports as may be required by the PHN/CHR Program Director. Will assist in providing transportation when needed. Will be responsible for direct billing for the PHN and CHR programs.

#### **Major Duties & Responsibilities**

- Will support the PHN/CHR Program Director, PHN and CHR staff coordinating daily operations of the program including answering the phone, taking messages, faxing patient information to and from multiple healthcare entities such as acute care inpatient settings, clinics, various local, state and including acute care inpatient settings, clinics, different government and local health programs.
- Monitor electronic input of PCC encounters into the RPMS working with PHN and CHR staff to ensure the data is accurate. Will render weekly/monthly reports as may be required by the PHN/CHR Program Director.
- Will maintain a data base of all PHN/CHR Program recipients, by location, by emergency contact for contingency planning purposes, safety-well checks prior to impending hazardous weather conditions, staging of services, safety-checks and evacuation of clients during or as a result of a catastrophic event. Other relevant information such as an alternate power source needs, medication needs, oxygen dependent recipients, etc. may be added as needed.
- Maintain an active list of clients sorted by geographic area to facilitate (routine) home visit scheduling. Schedule visits and monitor field staff.
- Helps identify health needs in the community.
- Will conduct home visits to determine client's needs under the direction of the PHN/CHR Program Director. Complete physical assessment as driven and dictated by a Treatment Plan or Plan of Care. Tasks may include obtaining blood pressure, temperature, measurements and other data and developing information on health history, diet history and family health status.
- Will utilize knowledge based on basic anatomy and physiology, normal baseline values, basic medical terminology, basic nutritional and dietary needs, disease etiology, community organizations and understanding of the local resources and the norms of Spirit Lake tribal beliefs and customs.
- Implements individualized plan of care (or treatment plan) based on the assessment. Implements the plan of care as directed by the Medical Director and/or his/her designee by performing demonstrated paraprofessional skill sets as within the Scope of a North Dakota Certified Nursing Aide-Assistant and/or the individual Certified by the Indian Health Service in CHR Core Standards. Updates plans as may be guided by state and federal regulations.

- Provides education to clients and families relative to parenting, nutrition, health care, prenatal care, breast feeding, safety, substance abuse, communicable diseases, and other subjects as needed by client.
- Will provide transportation only when directed by supervisor and only when no other recourse is available; includes delivery of patient medication. Transportation is not a major function of this position.
- Participates in various community activities related to the promotion of health and prevention of disease.
- Participates in quality improvement efforts such as chart audits, tuberculosis review, disaster drills, and OSHA, blood borne pathogens, and other training.
- Ensures that clinical documentation regarding patients/clients is kept secure and confidential and maintained consistent with Spirit Lake Tribe Health Department Policy and Procedures or as may be guided by the Indian Health Service (applicable), policy and procedure.
- Distributes educational and informational materials on health issues such as, but not limited to: smoking, obesity, diabetes, depression, substance use, immunization, hypertension, STDs, HIV/AIDS, heart disease and nutrition.
- Adhere to GPRA performance indicators related to the delivery of services.
- Supports PHN and CHR staff with health promotion/disease prevention activity in districts.
- Attend necessary community activity and/or meetings involving collaborative health efforts for community and/or service population.
- Disseminate health and human, program related information throughout the Spirit Lake community.
- Maintain compliance with all grants and contracts.
- Maintain compliance with all plans as represented by Risk Management, Infection Control, etc.
- Maintain documentation of all encounters utilizing ICD-9 or 10 and CPT codes for data management systems.
- Attend all staff/professional meetings as may be required.
- Other Duties as may be assigned by the PHN/CHR Program Director.

#### **Qualifications, Experience and education required:**

- Willing to obtain North Dakota Certified Nursing Aide-Assistant (CNA) Certification
- Willing to obtain North Dakota Emergency Medical Responder (EMR) Certification
- Demonstrated skill set: First Aide/CPR; vital sign/equipment use; assessment/referral skills; report verbally and written (subjective/objective) assessment plan; investment skills; teamwork; and advocacy
- Working knowledge of IHS RPMS system
- Understanding of Indian Health Service 638 contracts/compact, Self-governance, compliance, functions and other requirements
- Computer literate and capable of adapting to new software technologies

- HIPAA, First Aid, CPR certified. If not current, will be current within three months from date of hire
- Must have excellent communication skills both verbally and written
- Must have excellent leadership skills
- Must possess and maintain a current, valid, active and unrestricted North Dakota Driver's License throughout the course of employment
- Ability to be courteous, tactful and cooperative throughout the work day
- Ability to maintain confidentiality with regard to all phases of the job duties
- Ability to learn new software systems for application in the management in the health care system
- Have working knowledge of local reservation, its resources, needs and people
- Have understanding of Native American population culture, belief system, living experiences

#### **Performance Expectations:**

**In performance of their respective tasks and duties all employees of the Spirit Lake Tribal Health Department are expected to conform to the following:**

- Uphold all principles of confidentiality and patient care to the fullest extent
- Adhere to all professional and ethical behavior standards of the healthcare and social services industry, must be compliant with HIPAA
- Interact in an honest, trustworthy, and dependable manner with patients/clients, employees and vendors
- Possess cultural awareness and sensitivity
- Must have enthusiasm, compassion, tact, a sense of detail in the supervision of others and the initiative and creativity needed to develop and improve programs and services for the diverse needs of the population served
- Meet or exceed the performance standards as set out by the organization or direct supervisor
- Work independently and as a team member; consistently demonstrating professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards and behavior that contribute to harmonious relationships
- Willingness to learn new skills and participate in training sessions, including maintaining certifications
- Must comply with all Spirit Lake Tribe Health Department Policy and Procedures and Spirit Lake Tribe Employee Policies
- Follow all safety rules and procedures for the work area
- **The Spirit Lake Tribe will perform background checks and drug screenings**

<b>Job Role:</b>	PHN/CHR Administrative Coordinator	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>	Exempt	<b>Closing Date:</b>	<b>June 4, 2019</b>

<b>Employment Status:</b>	Full-time	<b>Supervision</b>	PHN/CHR Program Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		