



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Clinical Medical Support Assistant
RESPONSIBLE TO: Director of Nursing (DON)
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

1. Maintains administrative office functions in a professional and orderly manner.
2. Works collaboratively with the department staff, administration, patients, and general public. Serves as a liaison between these positions.
3. Attends meetings, prepares meeting minutes and disseminates information in a timely and accurate manner as requested.
4. Maintains department personnel, supply ordering, financial functions; including payroll, and time submissions dependent on department function
5. May provide services in patient billing and referral functions dependent on department function.
6. Represents EMHC in a highly professional matter,
7. Represents TAT Health Care Centers in a highly professional manner.
8. Establishes positive communications with all departments of EMHC to assure stable operations.
9. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
10. Maintain required reporting as assigned.
11. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

12. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
13. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

QUALIFICATIONS AND EDUCATION:

1. High School Diploma / GED, **REQUIRED**.
2. Medical Assistant/CNA training or Licensed Practical Nurse, **PREFERRED**.
3. Excellent communication skills necessary, **REQUIRED**.
4. Attention to detail necessary, **REQUIRED**.
5. Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
6. Medical Terminology, **REQUIRED**.
7. Ability to occasionally lift or carry objects up to 50 pounds, **REQUIRED**.
8. Maintain hard copy and electronic filing system, **REQUIRED**.
9. Knowledge of principles and practices of organization, planning, records management, and general administration.
10. Operate standard office equipment.
11. Familiarity with American Plains Indian culture, values, and traditions.
12. Must be responsible, dependable, and able to maintain confidentiality of information.
13. Must submit to clear Criminal Records Background Check.
14. Must submit to an Alcohol/Drug Screen and random testing as per policy.
15. Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
16. Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems.

WORKING CONDITIONS:

- Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently involves lifting and carrying parts and equipment that weigh up to and may exceed forty pounds. Work is sometimes performed on ladders or scaffolds. Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy. Extensive walking is required since interaction between all disciplines within the healthcare operations and management is required.

- Travel may be required to accomplish facility goals.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE
QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resource Dept.
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.