



Elbowoods Memorial Health Center

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT ☒ X
NON-EXEMPT ☐ _____

POSITION DESCRIPTION

POSITION: Administrative Officer
REPORTS TO: EMHC Chief Executive Officer
DEPARTMENT: Administration
SALARY: \$41.58 - \$51.00 DOE/DOQ
CLASSIFICATION: Management, Regular, Full-time
TELEWORK ELIGIBLE: No
DUTY STATION: Elbowoods Memorial Health Center
New Town, North Dakota

POSITION SUMMARY:

The Administrative Officer is under the direct supervision of the EMHC CEO. The Administrative Officer (AO) is responsible for providing executive level activities such as assisting with budgets, strategic planning of departments and overseeing the HR activities for EMHC. Will be responsible for overseeing pertinent departments that provide administrative support functions to the organization.

ESSENTIAL DUTIES:

- Maintains an administrative office and functions in a professional and orderly manner;
- This position will manage, coordinate, and supervise managers/department heads that provide the administrative support functions to an organization;
- This entails a wide variety of responsibilities, such as assisting the CEO with budget preparation process, controlling budget expenditures and revenues;
- Provides direct supervision over the following departments: PRC, H.I.M., Business Office, Patient Services, and Property & Supply;
- This position will be expected to advise on administrative matters to senior management (including Health Committee and TBC), carry out special assignments for senior staff (may include Health Committee and/or TBC), identify problem areas, determine solutions and implement changes;
- Independent judgement, interpretation and application of a variety of regulations, statutes and policies are required at this level. As part of the administrative management/supervisory role, the employee's knowledge and ability will extend to developing work methods and procedures, and modifying existing procedures that will accommodate an ever-changing environment;

- Works collaboratively with EMHC staff, department heads, and Tribal programs. Serves as a liaison between these positions;
- Assists in preparing meeting material and dissemination of material to appropriate individuals;
- Attends meetings, prepares meeting minutes and disseminates information in a timely and accurate manner as requested;
- Maintains employee personnel functions, supply ordering, financial functions; including payroll, and time submissions, HIPAA, and other AAAHC requirements;
- Employs customer service skills in establishing and assisting communication and collaboration with staff and customers in assigned tasks;
- Maintain required reporting as assigned;
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- 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;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

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

SUPERVISORY REQUIREMENTS:

- The requirement for managing of others does exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a Bachelors Degree in Business related field; **REQUIRED**
- Must have 5 years of experience in administrative and managerial position; **REQUIRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. ie. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle (if required);
- Must submit to a Criminal Records Background Check;

- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- 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.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals. (if required)

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 stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to 50 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

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.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD
SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE
AGENCY ENROLLED.**

All interested persons must submit the following information:

Job Application (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts;
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
- ✓ Indian or Veteran Preference documents (If applicable).

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960
Email: recruitment@mhanation.com