



## Elbowoods Memorial Health Center

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

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

<b>POSITION:</b>	<b>Facilities Assistant</b>
<b>DEPARTMENT:</b>	Facilities
<b>REPORTS TO:</b>	Facilities Manager
<b>SALARY:</b>	\$26.00 - \$32.00 per hour
<b>CLASSIFICATION:</b>	Non-Management, Regular, Full-time
<b>TELEWORK ELIGIBLE:</b>	No
<b>DUTY STATION:</b>	Elbowoods Memorial Health Center New Town, North Dakota

### POSITION SUMMARY:

This position is responsible to the Facilities Manager and requires the highest attention and accuracy to detail, to perform a variety of administrative and support functions. This position is the department point of contact for contractors, vendors and other visiting personnel; coordinating Facilities services; coordinates and oversees department purchasing/ordering and assists with budget management. Maintains up to date information regarding the status of work orders.

### ESSENTIAL DUTIES:

- Provides administrative support to all building maintenance, repairs and projects;
- Provides administrative support to all Security and Safety tasks;
- Ordering and maintaining an inventory of janitorial supplies;
- Coordinates travel itineraries and ensures proper documentation is submitted for payment;
- Provides support to Facilities Manager with budget tracking and reporting;
- Assist in researching and obtaining bids for various projects such as maintenance and repair plan;
- Perform annual asset assessment;
- Scheduling contractors, processing work orders, responding to emergency/routine maintenance requests, assigning work/jobs to employees when required, closing out work/maintenance orders once job is completed;
- Prepares purchase requisitions, purchase orders, invoices and obtains signature approvals for EMHC expenditures for payment in intact;
- Monitors department purchases for budgeting purposes;
- Assists with documenting and editing policies and procedures;

- Maintains electronic files and other records. i.e., staff training, evaluation schedules, staff schedules, compliance records, etc.;
- Communications via email, written documents & presentations, telephone and in person are to be conducted on a daily basis;
- Assists in Facilities life safety program;
- Establishes positive communications with all departments of EMHC to assure stable operations;
- Maintain required reporting as assigned;
- Represents EMHC in a highly professional manner.
- 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 the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
- Adheres to and abides the policies and procedures of the MHA Nation and 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 not exist.

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- Must have an Associate's degree in administration; **REQUIRED**
- Must have 1 year of experience in the administrative field; **REQUIRED**
- Must be willing to travel between clinics;
- 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;
- 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;
- 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/outdoor/warehouse environment 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 and outside 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.
- Telework travel reimbursement is reviewed on a case-by-case basis only.

### **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 40 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)

Questionnaire for Child Care Designated Positions (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
- ✓ Indian or Veteran Preference documents (If applicable);
- ✓ Must submit a Child Care Questionnaire as per Indian Child Protection  
and Family Violence Act P.L. 101-630

**Submit all necessary information to the following addresses:**

Three Affiliated Tribes/MHA Nation  
Human Resource Department  
307 5<sup>th</sup> Avenue  
New Town, ND 58763  
Ph# 701-627-8113  
Fax# 701-627-2960