



## 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

**POSITION:** Contract Specialist  
**REPORTS TO:** Chief Finance Officer/Budget Analyst (CFO)  
**DEPARTMENT:** Administration  
**SALARY:** \$23.50 – \$30.00 DOE/DOQ  
**CLASSIFICATION:** Non-Management Regular, Full-time  
**TELEWORK ELIGIBLE:** No  
**DUTY STATION:** Elbowoods Memorial Health Center  
New Town, North Dakota

### POSITION SUMMARY:

The Contract Specialist reports directly to the Chief Finance Officer/Budget Analyst with overall accountability to the EMHC CEO. Will be responsible for all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of vendor contracts. Be responsible for the management of all EMHC contracts, agreements, memorandum of understandings, business associate's agreements, etc., ensuring updates and renewals are made in a timely manner to prevent any breaches in contract responsibilities.

### ESSENTIAL DUTIES:

- Work with appropriate department leads and executive to know and understand all current contracts, agreements, memorandum of understandings, business associate's agreements, etc. for EMHC;
- Be first point of contact in all new contracts and ensure EMHC best interests are being met by being involved in the discussion, with department lead, from start to end;
- Manage all contracts, agreements, memorandum of understandings, business associate's agreements, etc. and be primary contact for all EMHC Contracts;
- Must ensure consistency of language amongst similar contracts;
- Establish and maintain all renewals;
- Be responsible for ensuring proper follow up is conducted by both parties to fulfill the contract requirements prior to them being enacted;
- Ensure that all contracts, agreements, memorandum of understandings, business associate's agreements, etc. are vetted through the EMHC CFO and CEO for accuracy prior to contracts, agreements, memorandum of

understandings, business associate's agreements, etc. be sent to TBC for approval;

- Perform contract administration work such as monitoring of contract performance and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities;
- Coordinate with TAT Legal Department to ensure contract satisfies legal requirements and interests of MHA/TAT;
- 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 not exist.

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

- Must have an Associate's Degree in Business, Accounting or related field;  
**REQUIRED**
- Must have a minimum of 2 years' experience working with Contracts and have the basic understanding of the legalities related to Contracts; **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;
- 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.

## **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 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.
  - 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 Designated Child Care 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; 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](mailto:recruitment@mhanation.com)