



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: Fleet/House Coordinator
REPORTS TO: Procurement Manager
DEPARTMENT: Property & Supply
SALARY: \$22.00 - \$32.00
CLASSIFICATION: Non-Management, Regular, Full-time
TELEWORK ELIGIBLE: No
DUTY STATION: Elbowoods Memorial Health Center
New Town, North Dakota

POSITION SUMMARY:

The Fleet/House Manager will be under the direct supervision of the Procurement Manager with the overall accountability to the EMHC CEO. The Fleet/Housing Manager will be responsible for the overall coordination and management of all GSA (General Services Administration) leased vehicles and the housing/apartment units for EMHC. Will be responsible for managing the leases associated with the vehicles, houses, and apartments; developing the necessary policies, check lists and schedules; be responsible for the maintenance scheduling of vehicles and inspection of housing units when required.

ESSENTIAL DUTIES:

- Will develop a working relationship with General Services Administration (GSA) and ensure a proper understanding of their policies and procedures as it relates to obtaining vehicles for the EMHC GSA Fleet;
- Will conduct assessments to determine the acceptable amount of GSA vehicles required to meet the needs of the EMHC;
- Will work with Procurement Manager and the CFO to develop an appropriate operating budget for the acquisition, maintenance and management of the EMHC GSA Fleet;
- Will work with directors/managers and assign vehicles where needed;
- Ensure that those utilizing the vehicles are aware of the policies and procedures related to driving a vehicle from the EMHC GSA Fleet;
- Will be responsible for developing policies, procedures, daily logs for the proper management and maintenance of the EMHC GSA Fleet;
- Will monitor the use of all vehicle and ensure that the vehicles are being utilized for their intended use. Non-compliance to proper usage will be reported to the

Date Approved:

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respective director/manager and will require a disciplinary action to be implemented;

- Will follow up on required vehicle repairs and maintenance as they are reported to ensure the safety of operating a GSA vehicle;
- Will be responsible for the management of all locum housing and apartments in their coordination and distribution to appropriate locum employees as per EMHC Policies;
- Will be responsible for key distributions for all potential tenants;
- Will be responsible for ensuring Housing/Apartment Lease is completed and monitored for each tenant in the units;
- Will work with the CFO/AP Specialist in ensuring that the monthly rents for the Locum housing/apartments are being paid timely;
- Will provide receipts to tenants for deposits received and all deposits will be given to the Administration Receptionist for depositing purposes;
- Will be responsible for addressing minor repairs needed or the calling of professional maintenance workers when required;
- Will be responsible for ensuring that when the room is vacated that it is in a clean and presentable manner for the next tenant;
- 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 Associates in Administration or equivalent: REQUIRED
- Must have at least 2 years of coordination/management experience; 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;
- 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 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/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.
- 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 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)

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