



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: Quality Care Administrative Assistant
RESPONSIBLE TO: Quality Care Director
SALARY: \$DOE/DOQ
CLASSIFICATION: Non-management, Non-supervisory, Essential, Part-Time
LOCATION: EMHC/Field Clinics

POSITION SUMMARY: This position is a non-supervisory position in the Quality Care Department of Elbowoods Memorial Health Center, New Town, North Dakota. This position is responsible for assisting the Quality care Director in preparation of monthly, quarterly, and annual reports. This position will assist with the creation and dissemination of policies and procedures in accordance with the Accreditation Association for Ambulatory Health Care, Inc. and will track and maintain documents associated with Quality Care.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist Quality Care Director (QCD) with daily operations in documentation and records archiving to review departmental functions.
2. Under the direction of QCD create Educational, Training, and Handout Materials for Clinical Staff pertaining Performance Improvement and Standards of Care.
3. Manage conference room scheduling for EMHC
4. Answer Telephone and take messages for departmental functions.
5. Develop a monthly newsletter/hand outs for EMHC
6. Maintain Documentation of EMHC In-service training: AAAHC required documentation.
7. Create a contact list of collaborators for the Facilities Management Department, Environmental Health Department, and Medical Records.
8. Assist Patient Activities when scheduled to improve collaboration of interdepartmental support.
9. Assist with the planning, development, and outreach of a medical benefits campaign.
10. And other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong Organizational Skills
2. Self-motivation, self-directed
3. Familiar with Electronic Medical Records
4. MS, ADOBE, EXCELL
5. Basic statistical abilities

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a minimum of a high school diploma/GED. **REQUIRED.** *Must submit copy diploma or transcripts with application.*
- Must be willing to travel between clinics.
- Must submit and clear Criminal Records Background Check.
- Must have a valid ND Drivers License. **REQUIRED.**
- Must have a clear driving record.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- 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 is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Occasionally lifts up to 40 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 Resources
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.