

Current CTSI Job Postings

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items per department policy. Consults with Community Health Director in a timely fashion regarding situations outside the scope of CHA knowledge and experience. Works with Contract Health Services to provide pre and post operative medical related services. Works closely with Community Health Director to provide local service area clientele access to Community Health Department sponsored events. Provides 8 hours nutritional education support to USDA Program (Siletz and Salem CHAs only). Maintains accurate and current client records and provides quarterly and annual program reports as required. Tactfully encourages wellness practices as well as client follow-up on existing health problems. Other duties as assigned.

OPENING DATE: 3/23/98

CLOSING DATE: 4/3/98

POSITION OPENING

Position Title: Health Clerk
Location: Confederated Tribes of Siletz Indians, Siletz, Oregon
Salary: \$19,807 annually
Supervision: Administrative Officer

Minimum Requirements: High school diploma or GED, with one year of general office work. Ability to accurately type 45 words per minute and to input data into a computer system. Knowledge of record keeping, and scheduling of appointments. Knowledge of correct punctuation, capitalization, spelling, grammar, filing, and writing format. Must be able to relate to the public, have good oral and communication skills both over the telephone and in person. Must have a valid Oregon Drivers license and use of personal, reliable transportation. Able to adhere to the confidentiality of information and individuals as described in the CTSI manual and federal regulations.

Duties:

Medical Records: Pull medical records for prescription requests, medical, dietary, and dental visits. Attach messages to the chart, and distribute records as needed. File all medical, dietary, dental, and pharmaceutical information as is needed in the record. Help prepare next day's schedule, and shred appropriate material. Route medical records to different departments, retrieve medical records and return them to the medical records office.

Reception: Answer incoming telephone calls and route telephone calls to the appropriate clinic employee, screen calls, and accurately take messages if required. Act as the back-up receptionist and greet patients coming in the clinic. Explain medical billing procedures and instruct patients on how to complete necessary billing. Give directions, make appointments, and log in patients as they come to the clinic. Schedule patients for appointments in medical, dental, and optometry. Serve as the key greeter for anyone entering the clinic.

Registration: Act as back-up in registration by interviewing patients to obtain patient registration information as is required by the clinic, determine eligibility of patients seeking health care by requesting documentary proof of Indian ancestry and or tribal membership, according to IHS guidelines. Assist medical, dental, dietary, and mental health patients in completing new or updated forms for the RPMS Registration System. Maintain and verify and update all alternative resources date necessary for patient registration and for accurate billing through the RPMS Registration System.

OPENING DATE: 3/23/98

CLOSING DATE: 4/3/98

SIHA JOB ANNOUNCEMENT

Position Title: Housing Specialist/Administrative Assistant
Salary: \$11.79 hr.
Hours: 40 hrs. per week between the hours of 8 A.M. and 4:30 P.M. Monday through Friday.
Supervision: Under the supervision of the Executive Director of SIHA

Minimum Qualifications:

- High school diploma or equivalent;
- At least four years experience working in an office setting, using standard office equipment, with at least two years of supervisory experience;
- An Associate degree in business or related field may be substituted for experience.
- Experience with spread sheet and word processing programs.
- Experience in dealing effectively with the public on the telephone and in person;
- Experience with interpreting and applying regulations and policies, including the carrying out of sanctions when policies are violated. Demonstrated ability to follow directions and complete assigned tasks within specified deadlines without constant supervision;
- Must be able to adhere to the confidentiality of information and individuals as described in the CTSI Personnel Manual.
- Experience in drafting correspondence and preparing reports, including knowledge of correct punctuation, capitalization, spelling and grammar.
- Ability to relate to Tribal members and the general public.
- Must possess a valid Oregon State driver's license.

Duties:

- Monitor the collection of house payments and rents; maintain spread sheets and liaison with accounting office;
- Monitor the determination of Section 8 Housing Assistance Payments;
- Monitor annual and interim re-examinations of household incomes and composition for all housing participants in all HUD programs.
- Monitor the updating of waiting lists for all HUD housing programs.
- Initiate lease enforcement procedures when violations are noted, including the preparation of agreements and the issuance of termination notices.
- Provide supervision to Housing Specialist, Maintenance staff, and Resident Services Specialist.
- Set goals and objective for Housing Specialist, Maintenance, and Resident Services Specialist and monitor the accomplishments yearly;
- Assign duties to Maintenance, Resident Services Specialist and Housing Specialist as needed to accomplish goals and objectives;
- Report weekly as needed to SIHA Executive Director;
- Other duties as assigned by Executive Director.

Deadline for Applications: Friday April 10, 1998 at 4:30 P.M.

Applications must be made on the Tribal Application form which is available at the SIHA Office, 555 Tolowa Court, Siletz, OR. Completed applications may be mailed to SIHA, P.O. Box 549, Siletz, OR 97380 or brought to the office. FAXed applications will not be accepted.

The Tribe's Indian preference policy will be followed in hiring.