

**COMMUNITY HEALTH REPRESENTATIVE  
CHEYENNE RIVER SIOUX TRIBE  
JOB DESCRIPTION**

**Administrative Secretary**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Performs a wide variety of general secretarial duties requiring moderate exercise of independent judgement.

**Supervision Received:** Works under the immediate supervision of the CHR Director.

**Supervision Exercised:** May serve as a lead worker over other clerical or CHR Personnel as assigned.

**EXAMPLE OF DUTIES** (Duties may include but are not limited to the following)

Will be required to answer telephone and assist caller in a courteous and professional manner.

Will be responsible for the completion and submission of the CHR Timesheets on a bi-weekly basis.

Screens and distributes incoming correspondence to department or superior with relevant attachments or notes for review and disposition. Will routinely correspond as directed using moderate independence and judgment.

Types correspondence and other material from notes or as assigned; takes and transcribes dictation, minutes of meetings, hearings, or conference and prepares drafts of proceedings; composes and types routine letters, notices and other material, in a accurate and professional style.

Receives visitors, answers and logs in all incoming telephone calls; provides information regarding policies and procedures; screens requests for information and refers them to appropriate official/agency. Disperses referrals accordingly.

Established and/or maintains filing systems, prepares reports pertaining to office activities. Weekly and monthly record management and disbursement of Standard CHR reporting forms as assigned. Responsible for confidentiality of files with only authorized personnel having access.

Keeps director informed of any personnel deficiencies in record management, i.e., incomplete, incorrect, late, etc.

Will be responsible of the accuracy of the mileage and the CHR Patient Care Component, for the reimbursement on a bi weekly basis.

Responsible for inventory of equipment and update accordingly.

Provides information to the public and staff members as requested. Informs personnel of changes in office policies, procedures or rules.

Relieves superior of routine administrative details such as requisitioning or ordering supplies, checking operating reports for accuracy and conformance to policies and standards, assisting in preparations of agenda for meeting emphasis on topics of needed discussion.

Schedules appointments, makes reservations, arrange conferences and other meetings.

Transport the sick and injured to medical facilities for special care, who are without transportation. Pickup refills for people without transportation. **Arrange for ambulance services when necessary, First Responder skills will assist in that determination.**

**Will data entry own PCC forms on a weekly basis.**

Takes part in all training related to field of work as required, as well as the Basic CHR Training and/or other approved training. Will also be required to be a **Nationally Certified First Responder within first year of employment.** They will arrange for someone with own transportation to cover for them while at training or on leave.

**Performs role in the tribe's Emergency Management Plan to serve the community assigned. Providing community with procedures for emergency preparedness and response.**

Any other duties as assigned by the CHR Director, such as special projects, home visit referrals, patient referrals, transporting patients, setting up line of communications with ambulance service, law enforcement, and the Indian Health Service.

Works closely with the CHR Business manager on budgetary records as to status of accounts for future reference, purchasing, personnel, etc., in addition to keeping business manager up to date.

#### **MINIMUM QUALIFICATIONS**

##### **Required Knowledge, Skills, and Abilities:**

Considerable knowledge of the CHR Program and it's objectives. Considerable knowledge of Tribal cultural and customs. Working knowledge of modern office practices and procedures. Working knowledge of grammar, spelling, and punctuation. Working knowledge of book keeping and accounting methods as required by position. Skill in the operation of typewriter, business machines, and computer operation as required by position. Ability to exercise initiative and sound judgement and to react resourcefully under varying effectively verbally, and in writing. Ability to establish and maintain effective working relationships with employees, other agencies, departments, and the public.

Incumbent will participate in Basic CHR training course or other appropriate training.

Will take First Aid and/or First Responder training when provided.

**Necessary Special Requirements:** Must possess a valid driver's license. Must be CPR certified. Must be able to pass physical exam before entry and a yearly one thereafter.

Must be able to take and successfully pas an alcohol and drug test. Incumbent must be able to pass Federal, State and Tribal criminal background check upon request.

**Education:** Must have a high school diploma, or GED equivalent. Record of experience must show knowledge, skills, and abilities need to perform the duties of this position.

OR



Any equivalent condition of education or experience.

**Confidentiality:** Confidentiality is very important when working with health programs. All matters in the program will be kept confidential. Privacy Act training will be taken and compliance is mandatory.

**Evaluation Factors:** Candidate for this position will be evaluated on the basis of appropriate experience, education, and training, self development activities, awards and recognition and supervisory potential.

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