

CHEYENNE RIVER SIOUX TRIBE
COMMUNITY HEALTH REPRESENTATIVE
BUSINESS MANAGER

DESCRIPTION OF WORK

General Statement of Duties: This position is a staff position providing assistance in matters concerning property management, and other duties as assigned. Will be required to perform duties associated with office management and planning and coordinating health services for the Community Health Representative Program.

Supervision Received: Will work under the immediate supervision of the CHR Director.

Supervision Exercised: None

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

Established and maintains department cuff accounts and ensures their accuracy at all times.

Prepares purchase orders, verifying accuracy, and completeness before submitting to appropriate officials for processing.

Review all invoices and prepares payment vouchers for submission to the appropriate officials for processing for further processing.

Prepares mileage reimbursements for the Community Health Representatives on a biweekly basis, and verifying accuracy, and completeness before submitting to appropriate officials for processing.

Will be responsible for the preparation and submission of Travel Authorizations for the CHR Program, and the Tribal Health Department. This includes making motel reservations, airline reservations, and registration upon return, staff will be given a trip report form for completion and a travel reconciliation form will be submitted to accounting.

Will be responsible for the submission of GSA gas receipts and mileage reading on a monthly basis. Will contact GSA in the filing of accident reports and the submission of insurance claims for department motor pool. Will also schedule department vehicles for routine maintenance and service appointments.

Must compile monthly and quarterly budget report for the program. Will be responsible for the proofreading, copying and dissemination to the Director.

Will be responsible for mailing checks from the Disbursing office to vendors, on a daily basis, will pickup and deliver mail to appropriate personnel.

Will do data inputting in the completing the Community Health Representative patient care component (form Indian Health Service-535).

Assists in relaying needed information to the CHR Director. Serves as the back up for the CHR Director in her absence. Has full responsibility to manage the day-to-day activities of the CHR Program.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Working knowledge of modern office practices and procedures. Working knowledge of grammar, spelling and punctuation. Knowledge of accounting, and budgeting procedures. Ability to exercise initiative and sound judgment and to react resourcefully under varying conditions Ability to supervise and coordinate the work of others. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to work independently without close supervision. Must be willing to participate in training provided by the program deemed appropriate by the supervisor. Must be able to expedite work where numerous tasks are involved. Any other duties as assigned by the CHR Director, such as special projects, home visit referrals, patient referrals, transporting patients, etc.

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

Must take the First Responder training when provided.

Education: High School diploma or GED equivalent.

Experience: Must have at least one year Office Manager experience.

Special Requirements: Must have a valid SD driver's license, transportation, insurance, and physical examination with the documentation of being able to lift 50lbs.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

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

Revised Date: 08.04.2015