

FORT BELKNAP INDIAN RESERVATION

TITLE: Lodge Pole Wellness-Secretary **WAGE:** DOE/PHN Salary Schedule
DEPARTMENT: Tribal Health **PROGRAM:** Public Health Nursing
STATUS: Permanent/Full-Time **LOCATION:** Reservation-wide

SUPERVISION RECEIVED:

Incumbent receives supervision from the Public Health Nurse Manager with overall supervision by the Tribal Health Director.

GENERAL DESCRIPTION OF DUTIES:

- In addition to coordinating and scheduling duties for different clinics, acts as the receptionist and clerk for the Public Health Nursing Department, performing routine typing, filing and data entry.
- Maintains strict patient/workplace confidentiality.

MAJOR DUTIES:

Types a variety of narrative and tabular material (E.G., staff studies, correspondence, reports, directives, technical papers, manuals, charts, statistical tables) having one or more of the following characteristics:

- Will use a wide variety of scientific, technical or specialized terms requiring accuracy in spelling and syllabification.
- Will utilize non-specialized terminology in documents requiring the use of a variety of formats.
- Will use statistical or other tabular material requiring independent determinations regarding form and arrangement when numerous headings and subheadings are present.
- Selection, rearrangement or consolidation of data from a number of source documents based upon instruction. This person will type correspondence from rough draft to final copy.
- Receive visitors and telephone calls and refers them to the appropriate person of information requested by destination and records name, time of call, nature of business and person called upon.
- Controls, routes and distributes mail to several units or individuals in accordance with established procedures.
- Maintains and classifies a variety of files involving many subjects and headings.
- Will compose routine correspondence from brief notes, oral instructions or standard procedures.

- Have the ability to apply common sense, understanding to carry out instruction furnished in written, oral or diagram form.
- Have the ability to deal with problems involving several concrete variables in standardized situations.
- Fill out identification of patient care component (PCC) forms on a daily basis, responsible for compiling five (5) different school enrollment rosters.
- Input data from PCC forms into the Resource and Management System (RPMS) accurately on a daily basis.
- Have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Have the ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Will be computing purchase order and/or travel claims, travel requests and dealing with private vendors as well as other inter-agency programs and/or departments.
- Must have the ability to assist clients fill out applications such as Medicaid.
- Be able to work with the general public, private vendors, patients, co-workers and inter-agency program employees.
- Keep office supplied with pamphlets and office supplies.
- Performs other duties as reasonable assigned by supervisor.

EDUCATION AND EXPERIENCE:

- High School diploma or GED.
- Basic computer knowledge
- General office management skills.

SPECIAL CONDITIONS:

- Must never have been convicted of a felony.
- Must comply with the FBCC Substance Abuse Policy.
- Must possess a valid State of Montana driver's license.
- Indian/Veteran Preference Policy applies.

***Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**