

SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS
SENIOR EMPLOYMENT PROGRAM
JOB POSTING

JOB TITLE: Community Health Program Clerk

CLASSIFICATION: Part-Time/Regular - (14 Hours per Week)

LOCATION: Escanaba Tribal Community Health Center

PROGRAM: Senior Employment

POSITION SUMMARY: Responsible for providing: 1) Clerical support services to the Community Health Program. 2) Program resource, consultation and coordination services for program staff located at the Tribal Community Health Center. 3) Direct clerical support services for the Community Health staff at the Center.

ESSENTIAL FUNCTIONS: (Includes, but is not limited to the following)

- Greet the public in a professional, courteous manner and assist clientele in receiving requested information and services
- Answer all incoming calls and transfer to staff. Record and route telephone messages.
- Process all incoming / outgoing mail. Sort and route to appropriate staff in a timely manner
- Receive, process and distribute medications from the Pharmacy to clients.
- Maintain filing systems consistent with Federal guidelines and acceptable office practices.
- Schedule Clinic appointments for services. Coordinate mailing and appointment reminders about various program services to clients.
- Prepare and process medical records for scheduled clinical services.
- Process collections for services rendered according to the collections policy.
- Coordinate processing of all program information through sorting, photocopying and routing to appropriate staff.
- Collaborate with on-site staff to coordinate site performance improvement and safety issues.
- Communicate closely with the Health Assistant and other staff to ensure effective, efficient program implementation.
- All other job-related duties as assigned.

CONTACTS: Immediate peers, peers in other departments, immediate supervisor/manager, managers in other departments, executives, customers and outside vendors/service providers.

WORKING CONDITIONS/SAFETY HAZARDS:

Position sedentary primarily sitting/lifting a maximum of 10 pounds. Physical factors include use of hearing and occasional typing; frequent walking, pushing/pulling, use of near/midrange/far vision, depth perception, and color/field of vision and bending. Occasional carrying and unpacking of office supplies, lifting, pushing, pulling, stooping, reaching and use of smell, far vision, and bending. Working conditions include occasional exposure to weather, extreme heat/cold and wet/humidity.

Potential hazards include computer use and occasional exposure to moving mechanical parts, electric shock, infectious exposure, patient contact and/or client contact and equipment.

JOB SPECIFICATIONS: Must be a Sault Tribe member age 60 or over and reside within the seven county service area. Must undergo a Criminal background investigation and pre-employment drug testing.

REMUNERATION: \$9.65 per hour

CLOSING DATE: **Open until Filled**

REPLY TO: WIOA / Senior Employment Program
Attention: Brenda Cadreau
2 Ice Circle
Sault Ste. Marie, MI 49783
(906) 635-4767

OR

Mary Jenerou
906-341-8469