



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Title: Operations Manager
Supervisor: Quileute Health Director
Pay Range: DOQ/E
Closes: Open until filled

The Operations Manager is responsible for a diverse range of management and administrative functions, from daily operations and personnel management to special projects. The Operations Manager provides administrative support to the Health Director and the Accounting Manager including: planning, research, communications, personnel, record keeping and property management.

Duties and Responsibilities: The duties of this position include, but are not limited to:

- Manages the daily operations of the Health Center and ensures efficiency and quality services
- Address Health Center personnel issues, maintain personnel records on Health Center employees and contractors
- Participates in the development and implementation of operating policies and procedures in cooperation the Health Director and Accounting Manager. Assists staff in understanding and implementing health center policies and procedures
- Develops guidelines for prioritizing work activities, evaluating effectiveness, and modifying activities as necessary.
- Contract locums, including coverage dates, for provider time off
- Log and monitor expiration dates of employee and provider documents required for Health Center operations
- Process employee timecards bi-weekly by completing excel timesheets and ensuring accuracy prior to submittal to the Payroll Department
- Process health care provider payments bi-weekly in Bellwether for timely and accurate submittal to Accounts Payable
- Conduct and document System for Award Management (SAM), List of Excluded Individuals and Entities (LEIE) and the 25 different state lists of excluded providers database searches on a monthly basis
- Prepare and submit a variety of reports as directed by the Health Center Director and Accounting Manager
- Work with Vendors (new and existing) to complete all required paperwork from new vendor applications to Personal Service Contracts to the Tribe's procurement and payment systems
- Monitor all fixed assets, including GSA and Clinic owned vehicles
- Set up and issue blanket Purchase Order releases as needed
- Complete projects requiring coordination with the Health Services Director, managers, supervisors, and staff to include the development of policies and procedures, assisting with Health Center programs and special projects
- Type correspondence and other documents for the Health Center Director and Health Center Accounting Manager including word processing/typing of letters, memos, forms, policies, and procedures; including the handling of confidential information
- Provide administrative support for the Health Center Director and Health Center Accounting Manager to include telephone coverage, copier projects, mail handling, and necessary communication internally and externally

- Maintain an administrative master calendar to coordinate approved/denied leave for all Health Center staff
- Work closely with Health Center staff to support extensive and ongoing training for staff including, but not limited to: HIPAA compliance, cleanliness and disease prevention, emergency preparedness, customer service, etc.
- Coordinate the Health Center role in Emergency Management
- Performs other duties that may be assigned

Minimum Qualifications:

- A.A. in management OR related field OR equivalent experience
- 3 years of Personnel and/or direct supervisory experience
- Demonstrated ability to work independently and supervise staff
- Must be able to adhere to and understand confidentiality including, but not limited to, HIPAA, 42 CFR, 45 CFR and Tribal Entity confidentiality laws
- Ability to handle patient and organizational information in a confidential manner
- Ability to coordinate and communicate with other Tribal Departments and outside agencies in a highly professional manner
- Familiarity with the concepts and practices of personnel management
- Ability to handle problems quickly and efficiently
- Excellent communication skills; both verbal and written
- Must have excellent computer skills
- Must have excellent editing and proofing skills
- Must demonstrate experience in administrative support skills and strong leadership skills
- Must submit to and pass a background check, must follow all Tribal Policies and Procedures.
- Must be 18 years of age or older.
- Must refrain from excessive use of any substance, including alcohol or any drug which might affect the health, safety, or wellbeing of a client, the public, other workers, and self while on the job.
- Must possess or obtain a valid Washington State Driver's License and current valid auto insurance.
- Must successfully pass a Washington State Patrol Identification and Criminal History background check.

Preferred Qualifications:

- B.A. in administration, management, health care, or related field
- Knowledge and experience working with Native American or Alaskan Native communities
- Administrative experience in a Tribal medical or clinical setting

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.