



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## MEDICAL DEPARTMENT SUPPORT COORDINATOR

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto: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, If applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if applicable)
9. Writing Sample(s) (if applicable)

***NOTE: Incomplete applications will not be considered.***

Position: **Medical Department Support Coordinator**  
Supervisor: Primary Care Provider  
Location: Health Center  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E  
Open: 2/15/22 – Open Until Filled

**POSITION SUMMARY:**

The Medical Department Support Coordinator (MDSC) is responsible for performing the day-to-day high-level administrative duties, including case management & projects, for the Primary Care Provider(s) in addition to the overall Medical Department, as it relates to the integrated care team.

The goal of the Medical Department Support is to help cultivate a trust relationship between the medical department, other clinic programs, and the community while ensuring efficiency among resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

Follow thru with tasks assigned by Primary Care Provider(s) which may include, but are not limited to:

- Maintain a high level of confidentiality.
- Follow through on assigned tasks, including documentation of progress/completion.
- Coordinate beneficiary care including management of referrals.
- Vaccine program management.
- Laboratory supply inventory and management.
- Pharmacy inventory and management.
- Medical supply inventory, re-stocking, and ordering.
- Creation of forms and spreadsheets.
- Assist with schedules.
- Communicate with outside facilities such as referring hospitals, pharmacies, specialty clinics, etc.
- Maintain cleanliness & sanitization of medical department spaces.
- Other duties as assigned.

**SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to establish and maintain an effective working relationship with the Quileute Tribal members, staff, customers, and various levels of associates.
- Working knowledge of principles and practices of team building to build a team environment that fosters collaboration, innovation, and continuous process improvement.
- Ability to consistently assert self while developing leadership skills.
- Ability to make administrative and procedural decisions in a timely manner.
- Ability to react calmly and effectively when faced with crisis or dysregulated customers.
- Ability to maintain a high level of confidentiality.
- Strong computer skills and software knowledge to meet the requirements of the position.
- Detail oriented and ability to consistently produce high quality work with very few errors.
- Demonstrates respect for and awareness of Quileute customs, traditions, and historical background.

### **WORK ENVIRONMENT:**

Work is performed in a health care setting with occasional community work, i.e., vaccination clinics or health fairs. Due to the nature of the setting, there is potential risk for exposure to illness or agitated people. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be granted in particular cases.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 10 pounds.

### **SUPERVISORY RESPONSIBILITY:**

This position does not have any supervisory duties unless delegated by the Director, or per documented training.

### **QUALIFICATIONS:**

#### **Required Qualifications:**

1. High school diploma or GED.
2. Must be reliable and able to work independently.
3. Must be a self-starter.
4. Ability to communicate effectively with beneficiaries and staff.
5. Must be able to maintain strict confidentiality in alignment with the Health Insurance Portability & Accountability Act (HIPPA).
6. Willing to commit to further professional development.
7. Must have knowledge of trauma informed care, substance use disorders, mental health, and/or be willing to attend trainings as requested.
8. Working knowledge and relationship with the community, especially communities where Quileute tribal members live.
9. Able to follow all policies and procedures set forth by the Quileute Health Center and Tribal Council.
10. Must pass criminal background check and drug screen.

#### **Minimum/Preferred Qualifications:**

1. Current First Aid and CPR card or will obtain such credentialing immediately upon hire.
2. Must possess a valid Washington State Driver's License.
3. Must be able to lift to 50 lbs.
4. Demonstrated ability to use critical thinking in decision making.
5. At least one year of previous experience in a medical setting.
6. Experience using Excel, Outlook, scanning, and facsimile machines.
7. Experience working in a tribal health clinic desired.

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal 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.

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