

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Office Manager
Department: Health - Administration
Reports To: Health Director
FLSA Status: Non-Exempt
Salary Range: \$28,163 - \$38,106
Level: 3
Opens: October 19, 2015
Closes: November 09, 2015

SUMMARY

The Office Manager for Health Administration ensures the offices of the Health Director and Medical Director run smoothly and efficiently by providing general clerical support and handling administrative business details. The Office Manager professionally represents Health Administration and supports the activities of the Health Director and Health Department. Serves as the department representative for many of the LTBB governmental departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Handles all medical information according to confidentiality policy and HIPPA Federal Legal Regulations.
- Provides clerical support to the Health Director and Medical Director.
- Read and route incoming mail.
- Compose and type routine correspondence proficiently.
- Organizes and maintains file systems, organizes staff meetings, and Health events.
- Attends meeting and takes concise notes or meeting minutes.
- Answers and screens Health Administration telephone calls.
- Arranges Health Department meetings and conference calls.
- Coordinates travel arrangements for Health Director and Medical Director in accordance with LTBB governmental policy.
- Orders and maintains department office supplies; arranges for equipment maintenance.
- Assists with audio visual presentations-power point.
- Maintains files for employees required annual HIPPA training, CPR, Infection control RPMS access level and emergency training ,TB testing and travel reports.
- Assists with Grant Management and compliance for Health Department grants.
- Serve as Site Manager for Health department Abila and Microix computer accounting system.
- Maintain files for all budget expenditures of Health Clinic and Administration budgets.
- Maintains Health and Clinic Budgets and does budget modifications as needed.

- Make sure Departmental and grant managers have current R&Es and their spending is within their budgets.
- Trains employees on new applications in the Abila and Microix computer systems.
- Attends appropriate training as needed and required.

EDUCATION and/or EXPERIENCE

High School Diploma/GED required, Associate degree preferred Medical Assistant Certificate with Clerical course or two years related Medical office experience required.

SKILLS and ABILITIES:

Must possess strong computer skills and typing proficiency (Microsoft Professional Suite). Must be able to work independently. Must have excellent written, verbal, and interpersonal communication skills; must have problem solving and good organizational skills. Must be able to travel overnight as needed, and be willing to adjust schedule as needed.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid Michigan Driver's license and be insurable.

COMMENTS

Indian Preference will apply.