

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: AODA Activities Coordinator / Receptionist
Department: Health and Wellness Center
Hourly Rate: \$15.00 - \$16.00/hour
Full Time: 40 Hours/Week
Exempt: No/Hourly
Supervisor: AODA Program Manager and Clinic Administrator
Posting Date: *In-House*
Opens: *March 15, 2023*
Closes: *March 21, 2023, at 4:30 pm*
Posting Date: Public
Opens: March 23, 2023
Closes: April 13, 2023, at 4:30 pm



Summary: The AODA Activities Coordinator / Receptionist will perform receptionist duties in the clinic for the AODA department as well as engage in all aspects of setting up activities and conferences for the AODA department. This will include outreach to potential speakers, reserving space, ordering catering and supplies, and completing purchase orders and contracts for personnel and supplies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Will perform all Medical Records/Patients Registration functions at the Clinic.
- Will do patient registration including registration of all new patients, patients update insurance and care and pharmacy services, and ensuring that revisiting patients update insurance and demographic.
- Ensure all registration data forms are filed in the patient's health record and submitted to Indian Health Services with any changes to the Billing Clerk.
- Will pull records of scheduled patients and ensure the readiness of records for the provider.
- Will be responsible for processing the release of information requests (procedure for the release of medical records is outlined in the Clinic Medical Records Policy Manual). Fax records as requested by providers.
- Will perform a Secretarial function to include filing of consults, in-house reports, and other data, typing correspondence and reports for clinic personnel, greet patients and filling out necessary forms, answering all telephone calls and making appointments for all services provided in the medical clinic. Copying and researching as needed.
- Maintain and ensure patient and medical record confidentiality.
- Must have a working knowledge of the electronic health record, scheduling program, registration, and all other computerized health care software necessary for department functions.
- Obtain insurance cards and all other forms of identification needed for billing.
- Contact insurance companies as needed to confirm insurance information.
- Monitor function of scheduling program and assist IT personnel to troubleshoot, maintain or upgrade system as needed.
- Have a working knowledge of policies and procedures in all departments where receptionists are used.
- Organize, coordinate, and attend AODA community activities for prevention, rehabilitation, and education. Community events must be developed to address the needs of all age groups and educational levels consistent with BR AODA program objectives.
- Complete necessary contracts and purchase orders as directed.
- Maintain a database of grant funds, outgoing purchase orders, and help reconcile grant funding in conjunction with other AODA staff and grant coordinators.
- Required to do client transport when necessary.
- Attend required training, workshops, and meetings.
- Perform all duties being cognizant of the principles of trauma-informed care.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Must possess knowledge of computers, word processing programs and data entry software.

Preferred:

One (1) year secretarial or receptionist experience preferred.

Secretarial degree or diploma preferred.

Knowledge / Experience with AODA / Behavioral Health Clients preferred.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Must maintain strict compliance with the Privacy Act.

Must maintain excellent attendance record.

Excellent computer skills

Excellent customer service skills

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

Must possess excellent communication skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Sedentary work with some standing and walking is required. Occasional lifting up to 25 lbs.

Work Environment: 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 made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov