



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0069
HEALTH & HUMAN SERVICES
BEHAVIORAL HEALTH
CLINICAL ADMINISTRATIVE COORDINATOR

Position Title:	Clinical Administrative Coordinator	Pay Level:	\$15.48 – \$23.22
Position Open Date:	10/13/2023 – Until Filled	Department:	Behavioral Health
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Behavioral Health Program Manager	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for providing efficient administrative support; assistance with coordinating clinical meetings and scheduling appointments; and other varied support activities for the Pueblo of Jemez Behavioral Health Program.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED). Preferred: Two (2) years of office support and administrative experience.

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Coordinates logistics of clinical meetings, events, and conferences, such Behavioral Health Staff, Trauma Informed Care Team, Integrative Health meetings; prepares agendas, meeting files; takes and transcribes minutes and documents decisions.
- Tracks office supply orders including IHP and psychological testing material, and orders supplies as needed.
- Coordinates scheduling BH, IHP, and psychiatry appointments as needed including IHP initial visits. Assists IHP clients with completing initial intake paperwork prior to visits.
- Responsible for the management of patient flow to BHP/SBIRT/IHP in collaboration with patient registration from: inbound calls, walk in appointments, urgent medical referrals, scheduled appointments, guests and visitors, answering and directing phone calls and text messages, and coordinating email and standard mail communication.
- Responsible for BHP/SBIRT/IHP payroll using microix.
- Responsible for vendor logistics including request from completion, vendor quote generation and invoice obtainment, contract payment tracking, packing receiving and supply distribution, and purchasing reports.
- Coordinates the preparation and editing of reports, forms, contracts, and specialized documents. Files and stores all needed digital and hard copy program documents.
- Responsible for maintaining BHP/SBIRT/IHP databases and/or spreadsheet files including weekly/monthly/yearly reporting using ICare and client scheduler.
- Responsible for scanning and digital storage of all clinical and supportive documentation as needed.
- Coordinates the completion of biannual chart and peer reviews as needed.
- Coordinates the management of BHP/SBIRT/IHP fiscal and financial records including budget adjustments and expenditures using paper forms and microix.
- Responsible for the repair or replacement of any BHP/SBIRT/IHP equipment or item and processes facility requests, transmits information, and keeps reference materials up to date for any all equipment, furniture, etc.
- Responsible for the design and production of client education materials.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Tracks documents signature; follows through for signatures; and routes for return of documents.
- Composes drafts and a wide variety of finished documents from notes, brief instructions, prior materials; input and retrieves data or prepares reports using an on-line or personal computer system.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase, repair, and personnel document preparation.

- May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate language usage.
- Receives and screens visitors and telephone calls, providing information, which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
- Organizes and maintains various office files, including personnel and tickler files; purges files as required.
- Follows up on projects, transmits information, and keeps informed of division activities.
- Organizes own work, sets priorities and meets critical deadlines.
- Complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and other Tribal, State and Federal confidentiality guidelines.
- Contributes to the overall quality of the JHHS Clinical Programs by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Standards office administrative and secretarial practices and procedures, including filing and business letter writing.
- Operation of common office equipment, including computer equipment.
- Policies and procedures related to the unit to which assigned.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record-keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied secretarial and office administrative assistance to management, supervisory and professional staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment with established guidelines.
- Composing correspondence independently of from brief instructions.
- Organizes and maintains accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicate effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024