



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>August 30, 2024</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>September 17, 2024</b>
<b>POSITION TITLE:</b>	<b>Clerical Medical Coordinator</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$19.09 - \$23.85 (Depending on Experience) Depending upon experience and education.</b>
<b>GRADE:</b>	<b>9</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package *See below</b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Yes, This position works with children and is therefore subject to P.L. 101-630.</b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Clerical Medical Coordinator performs administrative and non-clinical duties under the direction of a physician. Administrative duties may include answering and returning phone calls, maintaining incoming and outgoing faxes. Working with other offices to obtain medical records, referrals and prior authorizations. Help assist providers in gathering data for any upcoming grants that will be due.

This position works with and around our children and youth and is therefore subject to P.L. 101-630

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Maintaining consistent and clear communication with patients regarding any questions and concerns.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Performs various clerical duties related to the updating and organizing of information in the nursing station.

- Enter and update all Immunization records in HER and CAIR upon completion of administration per provider's orders.
- Knowledge of CAIR and how to obtain records for patients.
- Abides by universal precautions, as related to staff, patients and clinic.
- Assist Clinic Outreach Manager with diabetic grant and GPRA reports as needed.
- Assist with inventory and order supplies.
- Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- A. Must be proficient in obtaining records and faxing prescriptions and other medical records to outside providers.
- B. Must be able to multi-task and stock exam rooms.
- C. Must have knowledge of documentation in Electronic Health Records.
- D. Provide patient education as directed by the provider.
- E. Must be a team player and help where help is needed.
- F. Must be willing to travel for training.
- G. Familiarity with ICD 10 and CPT codes (preferred).
- H. Proficiency in medical terminology.

### **MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

### **ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

6. Experience as a Medical Assistant, Unit Coordinator, ER Tech, or similar position (preferred).

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough, uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. The job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory, and industrial chemicals, or confined, dirty, and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

### **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

### **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference: All other applicants.

### **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

### **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person at the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [ramador@sir-nsn.gov](mailto:ramador@sir-nsn.gov) or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.