



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



POSITION: CLINIC OFFICE MANAGER

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	CLOM	12

**SUMMARY:** To ensure the normal day to day duties and responsibilities are completed and maintained for clinical and community health programs.

**DUTIES & RESPONSIBILITIES:**

1. Responsible for clinic office management, staff supervision, and public relation activities.
2. Assists with planning and coordination of health services and maintain all personnel files.
3. Requests and collects primary verification of credentialing requirements from prospective health care providers.
4. Promotes the role of Ho-Chunk Health Care Center to consumers/patients, community, health providers, and local, state, federal, and tribal groups.
5. Responsible for data entry, ordering, receiving, and payment of supplies, furniture, and equipment.
6. Maintain a ledger of all payment transactions pertaining to the specific program budgets.
7. Act as timekeeper for payroll.
8. Attends management meetings and assist other office personnel as needed, required, or requested.
9. Make arrangements for travel and accommodations for employee training and ensure that all appropriate paperwork is submitted to Department of Treasury for payment of advance travel and other related costs.
10. Sends out, distributes, and picks up mail for health staff.
11. Serve on clinic committees as assigned.
12. Other lawful duties as assigned by supervisor.

**REQUIRED SKILLS & ABILITIES:**

1. Ability to communicate effectively with the public.
2. Ability to follow directions and absorb quantities of material necessary to the efficient performance of assigned duties.
3. Ability to meet deadlines under pressing workloads with good organizational skills and able to work independently.
4. Must maintain confidentiality in accordance with Department Policy, Privacy Act/HIPAA Regulations.

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. High school diploma or equivalent.
2. Knowledge of medical terminology.
3. Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
4. Knowledge of modern business communication, including styles and formats of letters, memoranda, minutes, and reports.
5. Possess knowledge and skill in use of a personal computer and various software packages.
6. Knowledge of the office and billing aspects of the medical profession.
7. Promote healthy, non-abusive lifestyle.
8. Must have valid driver's license, dependable transportation, and proper insurance.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

EEO: 6

NON-EXEMPT

NO FLEX

Funding Source: NPD-IHS

Approved by IPC 02.07.95 PBOD 08.29.00 Admin 08.05.10 Legislature 02.16.99/09.19.00/08.17.10

Resolution 01.08.08A/03.22.16A