



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**JOB POSTING**

<b>POSITION:</b>	<b>SYSTEMS OF CARE (SOC) EVALUATION AND DATA COORDINATOR</b>
<b>POSTING DATE:</b>	<b>November 13, 2018</b>
<b>CLOSING DATE:</b>	<b>NOVEMBER 21, 2018, 5PM</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$14.12/HOUR</b>
<b>STATUS:</b>	<b>PART-TIME/ HOURLY, NON- EXEMPT</b>
<p><b>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.</b></p> <p><b>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT <a href="http://WWW.TRIHCI.ORG">WWW.TRIHCI.ORG</a></b></p> <p><b>PLEASE SEND COMPLETED APPLICATIONS TO <a href="mailto:HUMANRESOURCES@TRIHCI.ORG">HUMANRESOURCES@TRIHCI.ORG</a></b></p>	
<p>IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.</p>	



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**POSITION DESCRIPTION  
SOC EVALUATION AND DATA COORDINATOR**

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**Reports To:** Care Coordinator  
**FLSA Status:** Part-Time, Hourly  
**Revised Date:** September 17, 2018

**Prepared By:** Human Resources  
**Salary Grade:** \$14.12/hour  
**Board Approval:** October 8, 2018

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**POSITION SUMMARY:**

Hired under the TRIHCI's administration, the Evaluation and Data Coordinator is responsible for entering data in TRIHCI's EHR and the SAMHSA Transformation Accountability System (TRAC); compiling data reports on a monthly basis and as needed for grant progress reports or other required organizational reports and ensures that data entered into the database system is consistent and accurate. The Evaluation and Data Coordinator assists with the organization, filing, and maintenance of clients records and serves as a back-up receptionist and transporter.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Enters client demographic and encounter data into the electronic database in an efficient and timely manner.
  2. Generates reports from the electronic database on a monthly basis and as needed for grant applications, progress reports, and other required organizational reports.
  3. Assists as back-up Receptionist answering phones, registering clients and covering phones.
  4. Serves as back-up transporter for client appointments.
  5. Assists with the filing and organizing of the client and activities record systems.
  6. Keeps Care Coordinator well informed regarding any potential problems, data improvement needs, and the data entry status for all the client and activity reports.
  7. Other job-related duties as assigned as needed to fulfill the mission of the organization.
  8. Maintains strict confidentiality of client and personnel information adhering to HIPAA, professional codes of conduct, State of CA regulations, Privacy Act, and TRIHCI policies and procedures.
  9. All other duties as assigned.
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**QUALIFICATIONS:**

1. Demonstrated experience utilizing a computer, typing, and utilizing basic software.
  2. A self-starter who is able to work independently and as a team member; who consistently demonstrates professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards and behavior that contributes to harmonious relationships.
  3. Ability to relate well with people and to use good judgment.
  4. Experience engaging community members, especially working with diverse Native American Cultures.
  5. Must have valid California driver's license and be insurable through TRIHCI driver's insurance.
  6. Must submit to background check and pre-employment drug screening.
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7. Must have current TB Skin Test.
8. Must be able to travel to conferences or relevant staff trainings.

**EDUCATION AND/OR EXPERIENCE:**

1. Must have High School Diploma or Equivalent; Associate of Arts Degree from accredited institution preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Must be CPR and First Aid certified or at-least within 3-months of employment.
2. Must have a Mandated Reporter Training Certificate or obtain certificate within 3 months of employment.

**PREFERRED QUALIFICATIONS AND CONTINGENCIES:**

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

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**PHYSICAL WORK ENVIORNMENT:** *The description provided here is representative of those conditions in which the SOC Evaluation and Data Coordinator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the SOC Evaluation and Data Coordinator is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The SOC Evaluation and Data Coordinator will move throughout the health center to meet with supervisors and co-workers but maintains limited patient/client contact. Consequently, the SOC Evaluation and Data Coordinator must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

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**DISCLAIMER:** *This position description lists the major duties and requirements for the SOC Evaluation and Data Coordinator position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of SOC Evaluation and Data Coordinator. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

<b>Employee Name (Print)</b>
<b>Employee Signature</b>
<b>Date</b>