



ROCKY BOY HEALTH CENTER

EMPLOYMENT ANNOUNCEMENT

POSITION: HEALTH AND WELLNESS SECRETARY **DEPARTMENT:** HEALTH AND WELLNESS
SUPERVISOR: HW DEPARTMENT MANAGER **STARTING SALARY:** HS/HiSet: \$17.00
CLASSIFICATION: REGULAR, FULL-TIME **Certificate:** \$17.85
Associate: \$18.74
OPENING DATE: FEBRUARY 28, 2025 **CLOSING DATE:** MARCH 11, 2025

POSITION SUMMARY:

This position provides administrative support for the Health and Wellness Division, ensuring efficient operations and effective coordination of tasks. Additionally, it plays a key role in assisting with the oversight of the PCA Program, contributing to program management and compliance.

MAJOR DUTIES:

- Answers telephones, assists and resolves problems and inquiries of visitors, reviews and controls incoming and outgoing correspondence, and follows up on operational commitments.
- Assists the PCA Program’s delivery of services for members and PCA workers.
- Will be responsible for completing all member forms when they are due; it requires home visits.
- Assists with the required 180-day and annual recertification in the home on members’ due dates.
- Will assist with Medicaid eligibility for members each month.
- Be familiar with each attendant’s capabilities and skill levels and decide on appropriate orientation to the agency system and policies, as well as specific client needs.
- Assists in technical assistance and planning, scheduling meetings to help develop and execute stated program goals and objectives.
- Assists clients as they come into the department and refer them to appropriate staff to help with their needs.
- Maintains practical office procedures: minutes, flyers, newsletters, filing, and recording.
- Prepares requisitions for supplies, incentives, and invoice payments.
- Establishes, updates, and maintains program files, inventories, and records.
- Will document in RPMS/CHR, Daphne, and EHR/Vista Imaging.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

REQUIRED QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE REQUIRED QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or equivalent.

DESIRED QUALIFICATIONS:

- Associate’s Degree in Business, Allied Health, or related field.
- At least two years’ experience in the personal care attendant field.
- Certified Nursing Assistant or ability to obtain.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

RBHC RESERVES THE RIGHT TO CANCEL ANY EMPLOYMENT ANNOUNCEMENT WITHOUT NOTICE.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

rbhchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

Joel Rosette, Chief Executive Officer

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