



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/05/2016

Closing Date: 8/19/2016

Position Title: Evaluation and Data Coordinator

Department: Administration

Work Schedule: Flexible 20-29/hrs per week

Wage Rate: Pay Range 24: \$14.12 / HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma/ GED or Associate's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Revised: 06/23/2016



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Evaluation and Data Coordinator **WORKSITE:** Tule River Indian Reservation
129 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Hired under the Tribe's administration, the Evaluation and Data Coordinator is responsible for entering data in the Tribe's client management system 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.

DUTIES & 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 TRTC policies and procedures.

QUALIFICATIONS:

1. Must have High School Diploma or Equivalent; Associate of Arts Degree from accredited institution preferred.
2. Demonstrated experience utilizing a computer, typing, and utilizing basic software.
3. 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.
4. Ability to relate well with people and to use good judgment.

5. Experience engaging community members, especially working with diverse Native American Cultures.
6. Must have valid California driver's license and be insurable through the Tribe.
7. Must submit to background investigation and pre-employment drug screening.
8. Must be CPR and First Aid certified or at-least within 3-months of employment.
9. Must have a Mandated Reporter Training Certificate or obtain certificate within 3 months of employment.
10. Must have current TB Skin Test.
11. Must be able to travel to conferences or relevant staff trainings.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Care Coordinator

Salary: Pay Range 24: \$14.12/Hr.
Paid Bi-Weekly/Non-Overtime Eligible
Grant Funded position – 2 years

Hours: Flexible 20-29/hrs per week

Benefits: None

PREFERANCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE