



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**Opens: 10/19/2020**  
**Closes: 11/13/2020**

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### POSITION DESCRIPTION

**POSITION:** TEMPORARY COVID-19 CLERK

**RESPONSIBLE TO:** Registered Dietitian

**SALARY:** GS-7 \$16.42/per hour No Benefits

**CLASSIFICATION:** Non-Management, Temporary, Part-Time

**LOCATION:** **As Assigned:** Klamath Tribal Health & Family Services Buildings; various locations

**BACKGROUND:** P.L. 101-630 Level

### POSITION OBJECTIVES

This is a program support staff position. The primary purpose is to provide a variety of activities in support of the KTHFS Incident Management Team during the COVID-19 pandemic. The Temporary COVID-19 Clerk will perform routine, repetitive tasks on a continuous basis as assigned.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Perform clerk duties for the KTHFS Incident Management Team (IMT). This includes receiving and relaying incoming and inter-office telephone calls, mail or package delivery; answering routine and procedural inquiries and referring other matters to the supervisor and/or appropriate staff members. Must at all times demonstrate above average customer service.

2. First point of contact for all deliveries. Responsible for ensuring deliveries are safe and are authorized prior to transport to appropriate department.
3. Ability to perform Personal Protective Equipment (PPE) ordering, receiving, and inventory management. Submit reports to The Klamath Tribes, Oregon Health Authority (OHA), Indian Health Services (IHS), Northwest Portland Area Indian Health Board (NPAIHB) and/or other authorities as requested.
4. Make phone calls to patients and/or staff to schedule/reschedule wrap around services as assigned. Wrap around services include interviewing patients or staff on their immediate needs, order supplies, pick up supplies and deliver (no contact).
5. Cross train on IMT administrative functions to provide back-up service as needed including but not limited to meeting agendas, meeting minutes, incident command system (ICS) forms, and patient education materials, as assigned.
6. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

The immediate supervisor is the Health Education Supervisor work is normally assigned in terms of objectives to be achieved with standard procedures to be used. The employee carries out detailed instructions given on assignments. Work is reviewed by the supervisor from draft through final. Employee seeks guidance on unusual or difficult matters.

After initial training, recurring assignments are completed independently. Completed work is spot checked for accuracy, adequacy and timeliness, and compliance with policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Must have excellent typing and math skills. Emphasis will be on accuracy and attention to detail. Skill and ability to operate a computer in order to accomplish assignments in a proficient manner. Ability to use and operate Windows and other software programs.

Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purpose of, providing reports, and obtaining information or conveying messages between clients and other staff members.

Ability to make quick decisions and apply safety/security knowledge in emergency situations.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing workload.

Possess good public and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to work independently with minimal supervision.

Must be able to endure long hours of continuous work; physical effort required includes walking, standing, stooping, bending, stretching, pulling, pushing, and lifting up to 50 pounds.

Must know how to care for equipment, how to measure cleaning solutions and be alert to hazards.

Ability to learn bio-hazard waste management and infection control policies.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the office. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Ability and the knowledge of the importance of maintaining **strict confidentiality of all records and information pertinent to the nature of the work.** Including HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. (Must submit copy of driver license with application.)
  - NOTE: Current employees without a driver's license must obtain a drivers license within 6 months of job description revision.
- **REQUIRED** to have experience with multiple computer systems, data entry programs and Microsoft Office.

- **REQUIRED** to must be able to endure long hours of continuous work; physical effort required includes walking, standing, stooping, bending, stretching, pulling, pushing, and lifting up to 50 pounds.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

**Preferred Qualifications:**

- Basic knowledge of emergency preparedness is preferred.
- Basic knowledge of inventory management.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services**  
**ATTN: Human Resource**  
**3949 South 6<sup>th</sup> Street**  
**Klamath Falls, OR 97603**  
[jobs@klm.portland.ihs.gov](mailto:jobs@klm.portland.ihs.gov)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.