



COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT

## CHEMICAL DEPENDENCY PROGRAM ASSISTANT-RECORDS

### POSITION DESCRIPTION

Title: Chemical Dependency Program Assistant-Records

Schedule: Monday through Friday

Location: Longview

Classification: Full-time

Opening Date: May 18, 2018

Salary Range: \$15.00 to \$17.00 DOE

Closing Date: May 31, 2018 or until filled

**Position Summary:** This position will be responsible for maintaining, archiving and purging patient records assisting in the transition to paperless records. This position will also have other clerical duties.

### Essential Functions:

- A. Maintain patient files for the Chemical Dependency Treatment program. All records will be filed in either alphabetical or numerical order as designated by Program Manager.
- B. Responsible for ensuring all files leaving file room are logged on file check out sheet and ensure that files are returned and filed according to procedure.
- C. Files all patient information as received and documents on appropriate tracking sheets in patient record.
- D. Responds to records requests and ensures that all releases and requests contain the proper documentation to allow for release of records according to HIPAA and CFR 42 and CFR 45 prior to releasing records.
- E. Responsible for archiving files on an annual basis. Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements

- F. Perform periodic inspections of files in order to ensure correct placement, legibility, and proper condition of all patient files.
- G. Process and scan files to appropriate location in E H R records according to policies and procedures.
- H. Fax, and photocopy files as needed/required.
- I. Will complete TARGET data entry.
- J. Acts as back for reception, answers phone and routes calls. Will answer non-clinical questions regarding the Cowlitz Tribal Treatment program and share basic knowledge of other programs that callers may inquire about.
- K. Will ensure that all insurance cards, photo ID, Tribal ID, etc is scanned and attached to the correct E H R record.
- L. Protects patient confidentiality by maintaining Federal Confidentiality Laws (CRF 42, part 2), and Health Insurance Portability Act Law.
- M. May assists the Cowlitz Tribal Treatment program in updating Administrative, Clinical, and Personnel Policy and Procedure Manuals.
- N. Performs urine, breath, and other drug screen testing. This would include monitored random urine drug screen collection. Provide counselors with urine drug screen results via a protected electronic data base. Accuracy in performing collection and chain of custody regulation a must.
- O. Assists the Counselors, Clinical Supervisor, Program Manager, and other key staff in completing clerical duties as assigned.
- P. Other duties as assigned by the Clinical Supervisor, Program Manager and Health Director.

## **Requirements**

- A. High school diploma or equivalent.
- B. Minimum of one year experience in social services or a related field. Preferences will be given to persons knowledgeable in Chemical Dependency. Required skills: basic computer skills, typing (45 wpm), ten-key calculator by touch, accuracy in reporting data, and has the ability to work independently and as part of a team.
- C. Has no history or evidence of alcohol or other drug misuse for a period of two (2) years prior to the date of employment at the agency.

- D. Understands and adheres to state and federal confidentiality regulations.
- E. Conducts self ethically and professionally at all times.
- F. Has knowledge of and is culturally sensitive to the problems of patients of the agency
- G. Must sign an oath of permanent confidentiality covering all patient-related information. Adherence to CFR 42 part 2 and HIPPA a must.
- H. Must be of the conviction that chemical dependency is a treatable disease and contributes a public health problem, and that abstinence is a goal for recovery from chemical dependency.
- I. Candidate must possess the ability to be assertive and respectful in working with patients who at times may be difficult. Ability to work with a diverse population and have excellent critical thinking skills.

**Job Qualifications**

- Must submit to and pass a criminal background check and drug test

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

**Please mail resume and cover letter to:**

Human Resources Department  
Cowlitz Indian Tribe  
P.O. Box 2547  
Longview, WA 98632

