

Ponca Tribe of Nebraska Position Description

Position Title: Office / Gym Coordinator
Location: Norfolk, NE
Salary: Grade 3 (\$22,006 - \$31,678)
Department: Health
Supervisor: Diabetes Administrator
FLSA Status: Non-exempt
Classification: Full time

Summary:

The Office / Gym Coordinator will be responsible for the maintenance and operation of the Ponca Hills front reception office/gym area. Provides office support to the Health staff located in the office wing and assists in the coordination of program support activities. Greet people in person or on the telephone, pleasantly, properly, and professionally.

Responsibilities and Duties:

1. Pleasantly greet and welcome all members, clientele, visitors, etc. entering the gym facility as well as those calling in by telephone to ensure that they are adequately served.
2. Maintain complete confidentiality and honor the Privacy Act and HIPAA in all site-related activities.
3. Assist with answering and screening incoming calls, and direct calls to appropriate program/offices, takes messages when staff is not available for calls.
4. Maintains flow of communication techniques, fax, telephone, and mail.
5. Creates filing and record keeping systems pertinent to the work of the tribal health programs to ensure availability of necessary information and confidentiality of the material.
6. Performs general clerical office support, upon personnel request.
7. Responsible for implementation of the Ponca Hills Facility and Grounds Use Policy.
8. Monitors and coordinates all gym usage. Updates gym facility usage on Microsoft Outlook Calendar.
9. Prepares monthly tracking reports on gym/exercise facility usage.
10. Reports and deals with issues related to the gym facility in collaboration with the Risk and Benefits Manager.
11. Coordinates with administrative office coordinator to order and maintain office and cleaning supplies for gym building and program staff.
12. Monitors and reports any equipment or building maintenance needs to Maintenance Coordinator.
13. Notifies maintenance department of set-up, take-down, and janitorial needs for gym facility events.
14. Coordinates the opening and closing of the gym building before or after hours to include weekends.
15. Must be willing to work a flex schedule to assist with after hour activities of the gym facility.
16. Minimal cleaning duties as assigned.
17. Other duties as assigned.

Relationships and Authority:

The position has no supervisory responsibilities.

Working Environment and Physical Demands:

This position will be in a health profession environment. Daily work load may change repeatedly and must be flexible in meeting challenges. Sits, stands, bends, lifts, and moves intermittently during work hours. Will be subject to emotionally upset patients, family members, personnel, and visitors on occasion.

Qualifications:

Minimum:

High school diploma or GED.

One year of office experience.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel, Outlook, PowerPoint, and Access programs.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Must be able and willing to travel.

Preferred:

Associate degree in administrative assistant or similar degree.

One or more years of office coordination experience.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 02/21/2010

Please note: **You MUST submit a PTN application in order to apply.** Simply sending your resume via careerlink's apply button does not complete the application process. You can download an application from www.poncatribene.org/jobs.php.

Send completed application and resume with cover letter to:

Ponca Tribe of Nebraska
Human Resources Management Department
1701 E Street
Lincoln, Nebraska 68508
Fax: 402-438-9226
mreeson@poncatribene.org

Great benefits include: Health, Dental, Vision, Life, and STD insurance, 401(k) with match up to 7%, Holidays, Vacation, Sick Leave, and more!