

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-135    **Issue Date:** 07-08-16    **Closing Date:** 07-21-16

**Program Manager/Immunization Coordinator**  
**Maternal Child Health (MCH) Program**  
**Department of Human Services**  
**Hourly Wage: \$23.71/Regular/Full-Time**

Responsible for administration and management of the MCH Program which is a community preventive health program with knowledge of PL 93-638 Act. Provides services, health information, coordinates projects, referrals to outside resources and promotes collaboration information, coordinates projects, referrals to outside resources and promotes collaboration within Tribal Programs, Indian Health Services, outside agencies, hospitals & clinics. Emphasis on immunization requirements and implements the standards set forth by the Centers for Disease Control CDC, WA State & I.H.S guidelines. Strives to ensure quality health services are provided to those eligible for Indian Health Services here on the Yakama Reservation. Committed towards strengthening the Yakama Nations best interest.

**Knowledge, Skills and Abilities:**

- Knowledge of basic medical terminology ICD-9 and ICD-10 codes.
- Knowledge of the WA State Immunization Information register.
- Knowledge of computer and various software such as; Microsoft Word, Excel, Publisher, Outlook and internet.
- Knowledge and skill in use of standard medical equipment used in general performance of duties and responsibilities.
- Knowledge of pharmaceuticals, drug properties and interactions.
- Knowledge of medical and nursing terminology.
- Knowledge of Health Information Portability and Accountability Act (HIPPA).
- Knowledge of the Resource Patient Management System (RPMS) and ability to access it.
- Ability to communicate effectively orally and in written form.
- Ability to work under stress.
- Ability to maintain confidentiality.
- Ability to organize and prioritize workload.
- Ability to demonstrate a good attendance record and be reliable.
- Must be in good health and have the ability to sit or stand for long periods at a time.
- Knowledge of Yakama Reservation boundaries.

**General Recruiting Indicators:**

- Bachelor's Degree recommended, OR may substitute work experience related to specific duties of position with two-year management/supervisory experience and fifteen plus years of Maternal Child Health experience.

**Special Requirements:**

- Must not have any felony or misdemeanor convictions prior to hire.
- Must possess a valid WA State Driver's license, reliable transportation with liability insurance, and ability to obtain a Yakama Nation Tribal Driver's permit and maintain throughout employment.
- Ability to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.