

POSITION DESCRIPTION

Title: Database Administrator

Reports to: Information Technology Manager

Supervises: Data Entry Clerks, Medical Coder

Salary: Depends on Experience

Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: Shall be responsible for the maintenance, confidentiality and security of all of the Tribe's data resources including web related services. Shall serve as a member of the ACQI committee and shall implement organizational wide performance improvement activities and assure compliance of JCAHO standards as they apply to health databases.

Responsibilities:

1. Capably be responsible for the completion of the Annual Security and Awareness Training organizationally wide.
2. Competently manage access to Tribal databases including the Resource Patient Management System as necessary.
3. Routinely perform database backups as required.
4. Sufficiently maintain user accounts.
5. Regularly export data from the systems and requested.
6. Readily print requested reports and data scans.
7. Capably conduct local user training for all RPMS packages as necessary.
8. Consistently attend the RPMS Site Manger meetings for information updates, and training workshops.
9. Appropriately recommend external training as necessary.
10. Supportively work with CQI staff to implement organizational wide performance improvement activities and maintain compliance with JCAHO standards.

11. Routinely meet with department coordinator to discuss progress of work, resolve problems, and ensure that standards for quality and quantity of work are met.
12. Regularly report as needed to the Health Board Monthly meetings.
13. Closely work with staff on the following matters:
 - a. Installation and trouble shooting of new IHS and commercial software as directed by IHS or Karuk Tribal Health Board.
 - b. Assistance and supervision of the Business Office Staff in regards to the RPMS computer software ICD-9-CM, and Medical Terminology.
 - c. Meeting with RPMS users to determine usefulness and compatibility with existing software and hardware.
 - d. Evaluating new software and hardware to determine usefulness and compatibility with existing software and hardware.
14. Is readily available for local and out of the area travel as required for job related training. Regularly attend all required meetings and functions as requested.
15. Readily accept other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must be willing to obtain IHS Site Manger Certification. Working knowledge of RPMS responsibilities/maintenance is preferential.
3. Must be familiar with ICD system, Medical Terminology, and must have basic knowledge of office procedures and machines.
4. Must possess sufficient organizational skills to handle a variety of duties.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. Must successfully pass a pre-employment drug and alcohol-screening test and be willing to submit to a criminal background check.

8. Must provide documentation of immunity to Measles and Rubella or become immunized with the recommended Vaccine and Hepatitis B Vaccine. Must test annually for TB.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised July 14, 2005

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

**** Employees must sign position descriptions annually, during their evaluation.**