

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

Job Title: Facility Monitor  
Department: Recovery Services @ Ernie Turner Center  
Reports to: Operations Manager  
Supervises: None  
FLSA: On-Call Regular, Non-Exempt

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**General Functions:** The Facility Monitor is a vital team member within the Village of Care at Residential Services and Emergency Care. The position is responsible for providing administrative support to Ernie Turner Center (ETC) staff and monitoring participant safety, well-being, and program compliance. The Facility Monitor must establish and maintain open lines of communication with all direct care, supervisory, administrative, and support staff.

**Duties and Responsibilities, including but not limited to:**

- Greets and interacts with all visitors and participants friendly and professional manner.
- Perform administrative and support duties to clinical team including:
  - Creation of Purchase Orders, Check Requests, and other CITC-specific forms.
  - Answering telephone in a courtesy and timely manner and refer calls to appropriate staff.
  - Making copies, sending faxes, and shredding documents
  - Ensuring incoming mail, faxes and deliveries are distributed to appropriate personnel.
  - Ensuring printer, fax and copy machines are stocked at all times.
  - Researching, gathering and dispensing requested information from clinical staff.
  - Keeping inventory and order program supplies
  - Uploading documents in to clinical charts
- Check visitor bags and other personal belongings prior to entrance to main lobby.
- Monitor and control visitor access in accordance with ETC policies, procedures, and regulations.
- Monitor participant entrance and exits
- Monitor campus via Closed Circuit Television
- Evening and Night monitors conduct safety and bed checks during sleeping hours and documents any unusual or significant events.
- Ensure house rules are being followed by participants.
- Model respectful, caring, calm demeanor in all interactions with participants and colleagues.
- Maintain organization and cleanliness of front desk and surrounding offices.
- Performs other related duties as assigned/requested

### Client Relations

- Maintains a respectful relationship with clients, former participants, and family members

### Internal Relations

- Required to maintain and comply with federal confidentiality laws as outline in 42 CFR, Part 2 and the Health Insurance Portability and Accountability Act (HIPAA).
- Maintains a positive working relationship with CITC staff and supports management of the organization
- Participates in scheduled external/internal meetings and trainings

### **Job Responsibilities Related to Patient Privacy:**

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

### Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

### **Job Specifications:**

- Demonstrated ability to work with people in a professional and courteous manner.

- Required to have current TB immunization and/or verification incumbent is a “reactor.”
- Demonstrated ability to work under dual supervision
- Demonstrated ability to coordinate and manage multiple tasks
- Demonstrated ability to work independently, with minimal supervision.
- Excellent verbal and written communication
- Strong computer skills, specifically using office programs
- Demonstrated ability to answer telephones, operate fax and copy machines, computers, and other office equipment.
- Voluntary immunization for HEP A&B will be offered/provided.
- Current CPR and First Aid will be provided
- Knowledgeable with alcohol substance abuse treatment setting preferred.
- Demonstrated ability to lift and move fifty (50) pounds.

**Qualifications:**

- High School diploma or GED required.
- Six (6) months experience as a receptionist, monitor, and/or administrative assistant, one (1) year preferred.
- Current five years of no felonies or substance abuse convictions.
- Extensive experience working with Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services
- Must have one year of continuous sobriety prior to hire if a recovering alcoholic or drug addict and participate in a self-help program.
- Valid Alaska Drivers License and insurable under CITC’s automotive insurance.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.

**Hiring Preference:**

- Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to PL 93-638 Indian Self Determination Act.

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Employee Signature

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Date

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Supervisor Signature

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Date