



**SOKAOGON
CHIPPEWA
COMMUNITY**

Mole Lake Band

Position:	<i>SCHC Clerical Support Floater</i>
Location:	<i>Sokaogon Chippewa Health Clinic</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Health Clinic Director</i>

Job Summary:

The Sokaogon Chippewa Health Clinic (SCHC) Clerical Support Floater will assist with the Administration, Billing, Purchased Referred Care (PRC), and Registration operations in accordance within the signed policies and procedures while ensuring day to day administration and compliance with tribal, state, and federal regulations.

Core Duties and Responsibilities:

- Assist as necessary with the Administration Department all functions listed below including but not limited to:
 - Registration back-up
 - Dental posting and billing back-up
 - PRC back-up
 - Dental and Medical credentialing back-up
 - Assist staff members with any other administrative needs.
- General administrative duties and skills required:
 - Data Entry
 - Computer literate and experience with Microsoft Office, Outlook, and Excel
 - Customer service professionalism
 - Assisting directly with patients as necessary
 - Implementing and supporting all SCHC policies and procedures as applicable
 - Assist staff members with administrative needs which might include training and boarding new employees.
- Department coverage includes:
 - Administration
 - Billing
 - Purchase Referred Care
 - Registration
- Other qualities required:
 - Ability to perform in a positive, courteous, and flexible manner
 - Communicate clearly, orally and written
 - Must be dependable and have excellent attendance
 - Must maintain a high degree of integrity and security to protect sensitive health care information in compliance with HIPAA Privacy Act and CFR 42 part II.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- High School Diploma or GED is required.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Ability to work both independently and as part of a team.
- Ability to handle multiple tasks and prioritize effectively.
- Professional demeanor with professional internal/external customer-service skills/orientation.
- Knowledge of the Sokaogon Chippewa Community and culture preferred.

Language Skills: Critical listening, speaking, reading and writing.

Reasoning Ability: Understands the cause and effects of relationships, and logical reasoning to maintain confidentiality non-bias in the workplace.

Background Check:

- This position is contingent on the required ability to pass an SCC and SCHC caregiver background check (as required for working with children and elderly).

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: October 6, 2025

Closing Date: Until Filled