

Dilkon Medical Center

Job Vacancy Announcement #DDH-23-64

Closing Date: Open until filled



POSITION TITLE: Contract Specialist

DEPARTMENT: General Services

Position Summary:

Under general supervision of the Director of General Services, the Contract Specialist plans, directs, coordinates, implements, and evaluates the procurement and contracting duties. Manages the WIHCC's contract records showing efforts to include indemnification, compliance with laws, confidentiality, assignment, workplace rules and conduct, code of conduct and compliance commitment. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Monitors, manages, reviews records, updates documents and maintains organization of files.
- Enter requisitions into Financial Software System and create purchase orders.
- May be assigned as the designee as the Point of Contact and Liaison for procurement references and contract details.
- Understand the procurement process and methods.
- Assist with procuring services through Request for Information, Request for Quotes, Request for Proposals and Indefinite Delivery, Indefinite Quantity.
- Manages contract development through all lifecycle stages (draft, revision, approval, filing, and distribution), ensuring that insurance, bonding, and legal requirements are met and internal processes and records are maintained.
- Work closely with Department Heads to ensure contract Scope of Work is in compliance with department standards and needs.
- Drafts contracts, scope of work, contract requests and interagency agreements.
- Prepares contract documents and conducting contract management processes.
- Ensures all legal, professional documents, insurance and bonding requirements are met prior to contract execution.
- Maintains the contract log and filing system;
- Reviews contracts to verify that proposed terms meet requirements, identify non-compliance with company contract standards, and provide appropriate risk mitigation and risk transfer solutions as appropriate.
- Ensures professional interaction with colleagues, other public agencies, developers, contractors, consultants and the general public
- Serves as administrator of active contracts (construction, development, service, etc.) to identify, calendar, notify, and ensure completion and compliance with all deliverables in collaboration with responsible parties.
- Provides on-going assistance to staff on contract development and compliance issues.
- Works with auditors on annual audit on reports required for procurement, contracts, grants, and lease schedules
- Reviews and updates Procurement and Property Policies annually.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Possesses cultural awareness and sensitivity.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Associates Degree in related field required. Bachelor's Degree preferred. At least two years of experience with contract management processes, preparing a variety of contract documents; researching, writing, administering and enforcing contracts and legal agreements required. Bilingual skills in English and Navajo language preferred. Must maintain a valid

unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of procurement, contracting, supply chain management (medical and non-medical), fleet management, and grant management.
- Knowledge and ability to monitor compliance, contract performance, and write project reports.
- Knowledge of developing and/or managing contracts, including tracking documents through the contracting lifecycle, contract compliance items, and keeping organized records.
- Ability to research, read, and comprehending complex contract documents.
- Organization skills and successfully completing a variety of contracts-related responsibilities for complex and visible public projects.
- Ability to interpret, apply and explain to others policies, procedures, instructions, contract requirements, and applicable laws and regulations
- Ability to managing a variety of competing tasks and priorities while meeting deadlines.
- Ability to negotiate, as necessary, and process all requests of changes/modifications.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Holidays, Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.