

# **Sauk-Suiattle Indian Tribe**

## **Job Description**

**Job Title:** Administrative Assistant/Receptionist  
**Department:** Health & Social Services  
**Reports To:** Health & Social Services Director  
**Status:** Hourly  
**Approved By:** Ronda Metcalf  
**Approved Date:** October 5, 2017  
**Posting Ending:** 10/23/17 4:30 PM

**Summary:** The administrative assistant will serve as the assistant to both the Director of Health & Social Services and to the Office Manager while performing receptionist duties. They will provide quality assurance to social and health service programs thru proper telephone etiquette, appointment scheduling, assisting clients with completion of intake forms and ensuring a peaceful and professional waiting area. Incumbent will direct clients to appropriate providers for assistance and perform all duties with a strict adherence to confidentiality and HIPAA.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Serves as receptionist for all of Health & Social Services Department Programs by performing the following duties: answering telephone, routing messages, greeting individuals, scheduling appointments, and maintaining work schedule calendars.
2. Provides clerical support to the Health & Social Services director and office manager by performing the following: filing, typing, photocopying, mail coordination, supplies control, binding written material, maintaining logs.
3. Assists with activities sponsored by the department, such as, community education, alternative activities, cultural, and other department scheduled activities.
4. Maintains confidentiality and HIPAA compliance on all information obtained through the course of duties.
5. Maintains bulletin boards by posting information and removing dated material.
6. Manage patient registration and PAO-21 updates. Ensure that all patient information is up to date upon check in.
7. Provide information about policies, procedures, and patient rights to patients.
8. Encourage patients to maintain appropriate behavior as described in the policy on patient conduct.
9. assist with patient referrals both internal and external.
10. As a member of the healthcare team, promote a positive atmosphere for patient-centered service.
11. Will enter client information through RPMS Data Systems
12. Other duties as assigned.

### **Qualifications**

## **Education and/or Experience**

Applicants **MUST** have a high school diploma or GED. Work experience in a health or a social services environment is preferable. Previous work history must demonstrate excellent attendance and work as team player. Must be self-motivated.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of MS office software, RPMS, and Electronic Medical Records (EMR).

## **Language Skills**

Ability to comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Applicant must be able to demonstrate effective written communication skills.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Certificates, Licenses, Registrations**

Current Washington State driver's license is mandatory. Food Handlers Permit, First Aid/CPR Certification. Must be able to pass a Public Trust Criminal History Background Check.

HIPPA training to be completed within two weeks of hire.

## **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands and fingers to

handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

### **Culturally Sensitive**

This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Duties**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**