

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Receptionist
Department: Health & Social Services
Reports To: Health & Social Services Director
Status: Hourly
Prepared By: George Bailey
Approved By: Ronda Metcalf
Approved Date: September 4, 2014

Summary: Will provide clerical support services to Social and Health Services Department. Assist in maintaining the quality of the Social & Health Services Department thru proper telephone etiquette, assist clients with completion of intake forms. Become familiar with available social service program resources.

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

1. Serves as receptionist for the Health & Social Services Department by performing the following duties: answering telephone, routing messages, greeting individuals, scheduling appointments, and maintaining work schedule calendar.
2. Provides clerical support to the Health & Social Services staff by performing the following: filing, typing, photocopying, mail coordination, supplies control, binding written material, maintaining logs, and coordinating referrals.
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. Receptionist for Clinic as needed.
7. Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED, or willingness to obtain within eight months of date of hire. Work experience in a health & 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.

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.

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 Criminal History Background Check per 25 USC.

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 to finger, 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