

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Administrative Assistant/Receptionist
Department: Health & Social Services
Reports To: Health & Social Services Director
Status: Hourly
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Approved By: Ronda Metcalf
Approved Date: August 22, 2019

Summary: Will serve as the Assistant to the both the Director of Health and Human Services and to the Office Manager. While assisting and maintaining the quality of the Social & Health Services Department thru proper telephone etiquette, appointment scheduling, and assisting 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 all of Health & Social Services Departments 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 director and office manager 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 HIPAA and CFR 42.2 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.
7. Provide knowledge about policies, procedures, and patient rights to patients.
8. Encourage patients to maintain appropriate behavior as described in the policy on patient conduct.
9. Schedule, reschedule, and cancel appointments and enter data using the RPMS Data System.
10. Check each patients insurance eligibility for insurance
11. As a member of the healthcare team, promote a positive atmosphere for patient-centered service.

12. Assist with checking patient into exam room.
13. 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, RPMS, Provider One, and Office Ally (EHR)

Language Skills

Ability to comprehend complex instructions, short correspondence, and memos. Ability to write business 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. Provide documentation of immunity to measles, mumps, rubella, and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB. 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.

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