



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

Wellness Program Administrative Assistant

SALARY: D.O.E.

CLOSES: Open until filled

GENERAL FUNCTION:

Under general supervision, provides clerical support services to the Director of Wellness and other department members. General office duties include but are not limited to; reception, telephone, typing, filing, and office supply purchasing. Duties require a clear understanding and skill in all aspects of office administration, basic accounting and mathematics, and knowledge of chemical dependency and the effects on individuals, families, and communities is required.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended only to illustrate the various types to work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

1. Answer phones. Coordinate patient appointments for counselors.
2. Administrating observed urinalysis drug screens daily.
3. Verifying insurance coverage and eligibility on individual basis.
4. Assisting counselors with faxes, printing of notes and all other office related tasks.
5. Assist doctor, prepare billing sheets, organize and track prescriptions.
6. Compose, draft, type and/or word process, proofread and edit documents, contracts, and /or correspondence to ensure these conform to established program policies and/or procedures; may include legal, scientific and/or other specialized materials and statistical reports.
7. Maintain, inventory, order collect and distribute supplies and/or equipment.
8. May attend and take minutes at meetings.
9. May schedule meetings, make training and travel arrangements, and maintain calendars for supervisor and/or organizational unit/program.
10. Assessment packets need to be made up and ready to give out, if needed.
11. UA hats, Instant UA tests, UA box's, UA Full Panel forms, paper towels and printer paper are stock at all times.
12. Make sure group room is set up and clean and make sure they have water and snack out.

OTHER DUTIES:

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

REQUIREMENTS

- A high school diploma is preferred: Ability to communicate effectively with clients and their families and to organize schedules and files are essential. One year of college or equivalent experience in business administration or office management is desirable.
- Typing at 60 words per minute is required. The abilities to communicate effectively with patients and their families, to organize schedules and files are essential.
- Knowledge of chemical dependency and its effects on individuals, families, and communities is required.
- Applicants shall understand and adhere to state and federal confidentiality regulations.
- Applicants shall conduct themselves ethically and professionally at all times, adhering to the agency Code of Ethics.
- Applicants are expected to subscribe to the philosophy of total abstinence for recovered and recovering alcoholics or addicts. Applicants shall have no history or evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment and while employed.
- Applicants must be of the conviction that chemical dependency is a treatable illness and constitutes a public health problem.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an Swinomish Tribal Community application by calling (360) 466-1216 or e-mail to aiedwards@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **Do not write "see resume" on the application.**
- Return cover letter, resume, and application, to Alethia Edwards, Human Resource Director.

**Swinomish Tribal Community
Personnel Office
11404 Moorage Way
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check.