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## Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way

LaConner, Washington 98257

### **JOB DESCRIPTION**

#### **Wellness Program Administrative Assistant**

##### **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.

**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 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.

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_