



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	APRIL 10, 2018	CLOSES:	APRIL 23, 2018
JOB TITLE:	ADMINISTRATIVE ASSISTANT	DEPARTMENT:	COMMUNITY FAMILY SERVICES
REPORTS TO:	DIRECTOR	SALARY:	DOQ + BENEFITS
HOURS:	FULL TIME-40 HRS/WK		

POSITION SUMMARY:

The person filling this position responsible for assisting the Director, performing client intakes, preparing reports, studies, typing, word processing, updating and maintaining client files and other office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs all phases of support services including reception, answering telephones, filing, typing, data entry, database maintenance, schedule client appointments, and general clerical duties.
2. Greets and screens visitors using excellent communication skills.
3. Demonstrates a working knowledge of ethical standards for the industry as it relates to the job by dealing with clients and co-workers in a sincere, trusting and fair manner.
4. Develop rapport with clients in order to facilitate clients; movement toward self-sufficiency by ensuring that clients and co-workers in a sincere, trusting and fair manner.
5. Maintains the department tracking database for all client files. Updates and reviews regularly to ensure accuracy.
6. Scans and enters all incoming paperwork in a timely manner.
7. Accurately identifies the type of file to be entered in the database and enters data from hard/scanned copy into database system.
8. Compiles data and creates reports under the direction of the Director and/or Assistant Director.
9. Promptly answers the department's calls and routes calls appropriately as needed.
10. Makes copies, collates and distributes documents as directed.
11. Collaborates with the Assistant Director to order outreach items, such as pens, magnets and t-shirts, go bag supplies and graduation gifts.
12. Under the direction and guidance of the Director/Assistant Director, prepares special projects as assigned.

13. Compiles correspondence, memos, etc. using good judgment, excellent grammar and punctuation and limited guidance.
14. Accurately and promptly processes administrative paperwork for department including distribution of confidential correspondence.
15. Purchases office supplies for the department and tracks office supply budget expense to ensure department remains within budget.
16. Prepares new case files for department as needed.
17. Prepares correspondence with treatment center, schools, and courts, including court reports.
18. Works collaboratively and respectfully with Community Family Services staff, social services staff and support staff.
19. Public Service Work to include promoting PTCFS by participating in health fair(s) and community events.
20. Participate in committee meetings, takes minutes and promptly and accurately transcribes minutes, keeps logs of all meeting minutes.
21. Maintains strict confidentiality.
22. Maintains and updates network contacts with other agencies both inside and outside of the Tribe.
23. Makes self available to courteously assist clients with referrals to other programs including preparing “go bags” for clients entering treatment..
24. Recognizes emergency situations and promptly responds to requests from Tribal members in need.
25. Maintains complete/ accurate files.
26. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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

Associates Degree in Social Services or related field and a minimum of one year work experience in medical office or doing referrals; or satisfactory equivalent combination of more education in a related field as long as the minimum experience requirement is met. Knowledge of principles and practices of counseling, and familiarity with the 12-steps model and Wellbriety model of recovery is preferred. Intermediate computer skills in word processing and spreadsheets is required (Word and Excel). Intermediate database experience with Access is preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Licenses Or Certificates

Must have and maintain a Valid Washington State Driver's License and proof of automobile insurance.

Other

Must pass Washington State Department of Social and Health Services criminal history and background inquiry prior to and periodically throughout employment.

Must be able to work independently.

Must be able to work in a crisis situation.

Must have knowledge of local, state, federal program resources.

Must be able to work effectively with individuals, groups, and committees.

Must maintain strict confidentiality at all times in order to be trusted with highly sensitive materials and client information.

In order to work successfully with program's clients, must maintain sobriety and submit to periodic drug and alcohol screenings. Must be clean and sober for a minimum of two years or have never been diagnosed with chemical dependency.

PHYSICAL DEMANDS

The physical demands 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.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting; and on occasion at schools, or in the public.
- There are frequent contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

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INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*