



# Quileute Tribal Council

• OUILEUTE INDIAN TRIBE •

*Personnel Department*

PO Box 279 La Push, WA 98350  
(360) 374-4366/4367 Fax (360) 374-4368



Job Title: Early Childhood Education Department Receptionist/Secretary  
Supervision Received: Child Care Supervisor/Head Start Director  
Salary: \$14.50 Hourly probationary  
\$15.23 Hourly probationary completion  
Opens: April 18, 2019  
Closes: Open Until Filled

### **Duties and Responsibilities:**

#### Reception:

- Answer phones and relay messages
- Greet parents/visitors and provide assistance as needed
- Opening the front door as needed
- Demonstrate positive and pleasant approach to employees, parents, visitors on the phone and in person
- Assist staff getting children on/off the bus

#### Mail

- Pick up mail daily
- Distribute mail as necessary
- Mail items as requested
- Prepare envelopes for mailing

#### Secretary:

- Maintain Child Files, keep current/accurate on program software and paper files
- print off reports as requested by supervisor
- make copies as requested such as forms, spreadsheets, pictures for curriculum, etc.
- Filing
- Data Entry
- Contact Parents as requested by supervisor
- Help keep office clean, professional looking, organized and pleasant
- Organize and clean as requested by supervisor
- assist supervisor and Other duties as assigned

### **Minimum Qualifications:**

1. Must be reliable, prompt, and foster teamwork approach
2. Must be able to maintain strict confidentiality
3. Must have excellent communication skills, excellent computer skills, good attention to detail and ability to communicate effectively with employees and families at all levels
4. High School Diploma or GED or willing to obtain in one year
5. Must be in good health, Yearly Physical required with Current Immunization
6. Working knowledge and relationship with the community
7. Follow all policies and procedures set forth by Early Learning Programs and Quileute Tribe
8. Current Food Handlers Permit, TB test, First Aid and CPR card
9. Must be willing to attend trainings, staff meetings as requested
10. Experience in clerical duties preferred

11. Must possess a valid Washington State Driver's License or obtain
12. Must pass criminal background check and drug screen
13. Must be able to lift to 50 lbs

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested parties must submit a **QTC job application, resume, and cover letter** to the following address:

Personnel Department  
PO Box 279  
La Push, WA 98350

Obtain a job application at [www.quileutenation.org](http://www.quileutenation.org)

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.