



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368

Quileute Tribe Job Description Behavioral Health Program Assistant

HOW TO APPLY:

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts
9. Driver's License
10. Writing Sample(s) if required

NOTE: Incomplete applications will not be considered.

Position: **BEHAVIORAL HEALTH PROGRAM ASSISTANT**
Supervisor: Behavioral Health Director
Location: Tribal Health Clinic
Work Info: 40Hrs/Wk; 8am – 4pm; M-F
Salary: DOQ/E (\$15.00 - \$17.00; hourly wage)
Closes: **Open Until Filled**

RESPONSIBILITIES:

The Behavioral Health Program Assistant will provide a high level of administrative support to Behavioral Health staff. This position requires multi-tasking and timely completion of both directives and projects in coordination and collaboration with the agency employees. Requires independent performance of complex administrative assignments and substantive understanding of a variety of regulations and rules. This position works continually with the public, must have strong social skills, and the capacity to respond effectively and appropriately to crisis as needed. Knowledge of trauma, addiction, recovery and the healing process is optimal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strong understanding of client confidentiality as protected under Federal Regulations (42 C.F.R., S 2) and HIPAA.
- Assists with essential operations of daily office functions to include but not limited to: front desk receptionist, scheduling appointments, group room preparation, filing, form adherence, file development, file review, manual record keeping systems, locating, and tracking of documents, report and audit preparation, overseeing purchasing of program and office supplies, equipment inventory)
- Assists with secure collection of random urinalyses from program participants
- Basic knowledge of crisis management protocols and procedures for program participants and community
- Support coordination of services for medication management with psychiatric providers
- Assists with care coordination and transportation needs of program participants.
- Responsible for submittal of insurance billing documents in a timely manner to ensure 3rd party generated billing is maximized. Will work with billing staff to track revenue and accounts receivable.
- Maintains databases as developed to reflect accurate and updated client information, establishes, updates and revises electronic health records and maintains grant related data to computer software program.
- Supports program staff with logistics/hosting/coordination of community events, meetings and professional workshops to include coordination of meeting notices and minutes.
- Assist with drafting, updating, and distributing program policies and procedures.
- Assist with travel requests, purchasing and purchase orders for both office functions and client centered needs (i.e. treatment coordination.)
- Attend team training as designated integral for Behavioral Health functioning and service delivery.

- Provides administrative support to the Behavioral Health Director and other program staff and performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Complies with the policy and procedure of the health center and Tribe
- Willing to work flexible hours to meet the needs of the program.
- Ability to work in a team setting and support group initiatives in a positive manner
- Willing to accept constructive feedback and provides feedback in a professional manner.
- Excellent written and oral communication skills
- Excellent organizational skills
- Must be dependable and meet time commitments.
- Consistently submits assignments in a timely manner with very few errors
- Must be punctual and regular in attendance
- Ability to react calmly and effectively when faced with crisis.
- Ability to resolve conflicts
- Demonstrates professionalism in all aspects of performing work to include but not limited to: day to day operations, intra and inter agency interactions, and in situations individual is representing the Tribe.
- Ability to effectively listen and respond in a professional manner
- Willing to attend training, workshops and meetings as needed.
- Remains open and flexible to the ideas of others and willing to try new approaches
- Strong computer skills and software knowledge to meet the requirements of the position.
- Detail oriented and produce high quality work with very few errors
- Demonstrates respect for and awareness of Quileute customs, traditions, and historical background.

MINIMUM QUALIFICATIONS:

- Associate of Arts Degree in a related field, college attendance and 2 years progressive work experience in clerical administrative support duties OR High school diploma/GED and 4 years progressive work experience in clerical administrative duties. A combination of experience and education will be considered.
- Training as a Peer Recovery Coach /Behavioral Health Aid Certification desired.
- Three years of computer experience with Microsoft Office including Word, Excel, Power point, Access and desktop publishing programs
- Must possess a valid Washington State Driver's License within 30 days of hire.

GENERAL INFORMATION:

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screen and reference check.

The statements contained herein reflect the 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.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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