



WHITE EARTH RESERVATION

VICE CHAIR & DISTRICT III Eugene "Umsy" Tibbetts SECRETARY-TREASURER Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin

White Earth Reservation Business Committee Job Announcement

Position: Administrative Assistant

Location: **Urban Duluth**

Pay: \$15.57/hr.

Benefits: Full

Open: 04-15-19

Close: 04-19-19

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for performing routine clerical and administrative functions to ensure efficient operation of the clinic site. These functions include answering phones, intake, faxing, scanning, uploading, shredding scheduling, monitoring the front desk, sending out correspondences, greeting clients, providing support to the providers located within the sit, working within the electronic health records.

Position Outcomes:

- Provides administrative support to the Program Manager and Mental Health Providers to promote efficiency by relieving them of administrative details.
- Utilizes the Electronic Health Record system to register new clients, track and retrieve client files, and maintain order of client information.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, electronic health record system, and other applications to promote efficiency of administrative duties.
- Provides first point of contact for the White Earth Tribal Mental Health Program to direct persons seeking services or information to the appropriate contact.

Knowledge, Skills and Abilities:

- Knowledge of clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of computer operation and applicable software.
- Knowledge of federal laws including Health Insurance Portability Accountability Act. (HIPPA) government regulations, federal privacy act and agency rules.
- Knowledge of arithmetic and its applications.
- Knowledge of principles and processes for proving customer and personal service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skilled in the ability to arrange things or actions in a certain order or patterns according o a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations) to complete filling and storage of data.

Qualifications:

- **High School Diploma or GED and preferably one (1) years administrative support experience.**
- **Valid Driver's license and insurance for travel between sites and other business-related destinations.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com