



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Mental Health Administrative Assistant

Location: White Earth

Pay: \$14.33/hr.

Benefits: Full

Open: 12-03-18

Close: 12-14-18

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 correspondence, greeting clients, providing support to the providers located within the site, working within the electronic health records.

- Provides administrative support to the Program Manager and Mental Health Providers to promote efficiency by relieving them of administrative detail.
- 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, database management, 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.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of accounting principles and practices and of arithmetic and its applications.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), government regulations, federal privacy act and agency rules.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Skill in talking to others to convey information effectively, communicating effectively both orally and in writing as appropriate for the needs of the audience.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **High School diploma or GED and preferably one (1) year of administrative support experience.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment

Background Checks performed