

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-057      **Issue Date:** 02-14-18      **Closing Date:** 02-28-18

**Receptionist**  
**Purchased/Referred Care**  
**Department of Human Services**  
**Hourly Wage: \$13.21/Regular/Full-Time**

Is responsible to perform administrative and secretarial duties and responsibilities. Greets clients and provides assistance. Answers telephones, files, and maintains records. Uses sound judgment and compassion in regards to patients at all times.

**Knowledge, Skills and Abilities:**

- Knowledge of the Health Information Portability and Accountability Act (HIPAA) policy requirements.
- Knowledge of Purchased/Referred Care policies and procedures.
- Knowledge of medical and social services offices within the local community that may be used for patient referrals.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and designing forms.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer and personal services.
- Ability to file records in alphabetical or numerical order, or by subject, or according to the filing system used.
- Ability to communicate effectively both orally and in written form.
- Ability to utilize a computer and basic computer software.
- Ability to operate standard office equipment such as a copier, calculator, and fax machine.
- Ability to work under stress.
- Ability to organize and prioritize workload.
- Ability to work independently and productively.
- Ability to multi-task in handling phone calls, clients, and work assignments.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships.
- Ability to maintain strict confidentiality.

**General Recruiting Indicators:**

- High school diploma required AND 3-years work experience in a similar position, OR completion of a certified or vocational secretarial training program AND 2-years work experience in a similar position.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a criminal background check.
- Must possess a valid WA State Driver's License.
- Due to sensitivity of duties and responsibilities, Incumbent must be at least 18 years of age.
- Yakama enrolled preference.