

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2017-223    **Issue Date:** 10-11-17    **Closing Date:** 10-18-17

**Administrative Assistant**  
**Comprehensive Community Alcoholism Program (CCAP)**  
**Department of Human Services**  
**Hourly Wage: \$14.56/Regular/Full-Time**

Provide administrative clerical support within the Program, serving as a representative to the Department of Social and Health Services. A primary responsibility is timely and accurate submission of individual client data for reporting and billing purposes. Coordinate the process of completing timesheets and payroll process with timekeepers. Handle administrative clerical functions, collecting data to prepare reports, processing billings, and handling receptionist duties as needed.

**Knowledge, Skills, and Abilities:**

- Knowledge of modern office principles, practices, and procedures.
- Knowledge of policies, procedures, and practices applicable to specialized administrative office functions and principles of office administration and supervision.
- Knowledge of Yakama Culture and Traditions.
- Knowledge of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations and policies.
- Knowledge of Title XIX Medicaid Act and Medicaid Administrative Match Services (MAMS).
- Ability to establish and maintain effective working relationships with coworkers, tribal employees, public and private officials, and general public.
- Ability to understand and execute complex oral or written instructions.
- Ability to express ideas and convey information effectively both orally and in writing.
- Ability to type and use a computer and assorted software.
- Ability to interact with DSHS, DBHR, Indian Health Service, Treatment Centers, Health & Human Services and Yakama Tribal Government.
- Ability to gain knowledge of the WA. State Secure Access Washington (SAWS) cyber portal.
- Ability to handle inquires or discuss problems and complaints tactfully, courteously, and effectively.
- Ability to assist Program Manager in supervising work assignments of the Food Service Worker and others as required.

**General Recruiting Indicators:**

- High school diploma or GED required and three years progressively responsible work experience as an Office Assistant V.
- Work experience preferred in medical or health care related field with demonstrated experience working with Third Party Reimbursement.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Current CPR/First Aide Card required.
- Ability to obtain State of Washington Identify Trust Digital certificate for patient data entry access.
- Ability to pass a medial physical examination and TB Skin Test and Blood Borne Pathogens test.
- Certification as a Medical/Insurance Billing Coder Preferred.
- TB screening documented.
- Ability to lift 20 lbs. and/or stand for 30 minutes at a time.
- Must have a Valid Washington State Driver License and ability to obtain a Tribal Permit.
- Must pass Washington State Patrol Criminal Background Check.