HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE: **Behavioral Health Administrative Assistant**
DEPARTMENT: **Hualapai Health-Education and Wellness**
CLASSIFICATION: **Covered/Non-Exempt**
SALARY: **(DOE)**
OPENING: **February 4, 2016**
CLOSING: **February 17, 2016**

POSITION SUMMARY: This position reports to the Behavioral Health Clinical Supervisor/HEW Administration. Responsible for assisting with daily operations of the Behavioral Health Program, which includes monthly/yearly reports, client surveys, travel and training budgets, and which include data intake and entry, reports, budget and requisition preparation based on current policies and procedures. Quality assurance tasks include taking minutes at the weekly Behavioral Health Clinical Meetings, and supporting the implementation of policies and procedures based on quality assurance guidelines.

Essential Functions:

- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing these changes as approved by Administration.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions; understands AHCCCS billing procedures and issues.
- Participates in department and interdepartmental clinical teams; takes notes and provides accurate minutes to the Behavioral Health Clinical Supervisor.
- Collects and collates monthly and yearly Behavioral Health reports and provides the finished product to the Behavioral Health Clinical Supervisor.
- Maintains Behavioral Health program supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Assists Behavioral Health staff in carrying out community activities and events by attending planning meetings, creating flyers and agendas; assures handouts are ready for the events; setup of equipment and presentations before and cleanup after events.
- Shall work closely with the Hualapai Health Board, and other relevant Health Department Committees; updates and maintains the Behavioral Health Policies and Procedures Manual on a monthly basis.
- Maintains a shared calendar of community activities and events that Behavioral Health staff needs to attend or provide presentations for.
- Provides technical assistance to Behavioral Health staff as needed; requisitions, travel requests, etc. and maintains filling system for this paperwork.

- Respects' clients by recognizing their rights and maintaining confidentiality, including HIPAA requirements.
- May be asked to stand in for front office staff as needed; answering phones, greeting clients, etc.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High School diploma or equivalent. Associate Degree in Office Management or similar degree a plus.
- Experience as an office clerk or manager required.
- Background working with Native American communities is an advantage.
- Must posses advanced computer skills and demonstrate such in the interview process. Excel, Word, PowerPoint and Database training a plus.
- Must possess a valid driver's license, a good driving record, and pass the background checks done by the Arizona DPS (for fingerprint card) and PointHR for eligibility to work for the Tribe.
- Submit to and pass a pre-employment drug/alcohol screening and random tests thereafter.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, of call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities