Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: Administrative Assistant III/Tribal Assistor
Behavioral Health (BH)
Health & Human Services (HHS)

OPEN: April 18, 2019
CLOSES: April 26, 2019
EXEMPT: No
JOB CODE:
SALARY:(6) $16.50- $18.48 per hour
DIVISION: Behavioral Health
SHIFT: Day
DEPARTMENT: MH
LOCATION: Tribal Administration
SUPERVISOR: Executive Assistant
DURATION: Regular Full Time
VACANCIES: 1

JOB SUMMARY: Administrative Assistant role and responsibility will be to support the Director of the Behavioral Health Division by organizing and maintaining the office of the Behavioral Health. Employee will perform general administrative and clerical support services to the BH Division and coordinate with the BH Office manager to ensure BH operations supports program client services. Admin Assistant III will work directly with Behavioral Health Director in managing the provisions of outpatient services such as: mental health and chemical dependency services through dissemination of information through communication, collaboration and coordination of Lummi Behavioral Health Division's work plan and budget goals. Administrative Assistant III duties includes; signing Mental Health clients onto the Washington Health Benefits Exchanges for healthcare coverage as a Certified Tribal Assister organize and track all MH clients to insure they have active and valid health care benefits.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Primary responsibility for the front desk reception area, answering the phone, scheduling client appointments, monitoring clinicians' schedules in the scheduling software; manage correspondence and receipt and processing of weekly mail; Act as a primary contact for the Director of the Behavioral Health Division.
2. Coordinate daily, weekly, and monthly schedules reflecting the activities, events, and meetings at BH for the management as needed.
3. Maintain the front reception desk area and the client seating area so that these areas remain clean, reading materials are organized, files, and supplies are organized, and notices on the Bulletin Board are current. Ensure that the water dispenser is supplied with water and cups.
4. Prepare, process, and route administrative paperwork for the BH staff i.e. client referrals, work orders, timesheets, mail, reports, training and travel requests and perdiem forms in coordination with the Executive Assistant.
5. Provide support for periodic meetings for the BH staff i.e. ordering food, securing space, making copies for attendees, ensuring appropriate supplies are available.

6. Gather and process staff timesheets for management's signature.
7. Maintain confidentiality of client information at all times while assisting clients at the front desk or on the phone.
8. Ensure that office supplies, copy paper, and cartridges for the copy machines are available at all times.

Tribal Assister Responsibilities:

9. Educate and aid clients and their families with the insurance application process through the Healthcare Exchange, using the web portal or by calling the Exchange Call Center.
10. Explain the application results to the client(s), including special American Indian/Alaska Native (AI/AN) Indian provisions and requirements.
11. Explain terms and conditions for plans, costs, payment options, penalties (if applicable).
12. Explain how coverage will interact with current access to health care through Indian Health Services, Tribal Programs, or Urban Programs.
13. May require home visits to complete application process.
14. Make plan adjustments as needed and requested.
15. Utilize appointment schedule to identify patient outreach.
16. Assist patients with signing up for Medicare plans: B, D & F, with Washington Connections Applications, and with filing exemptions for those who opt out of ACA.
17. Assist patients with re-certification as required.
18. Update Moonwalk after patient enrolls in Washington Apple Health or Qualified Health plan. Track, coordinate, organize all LBHD clients to insure they have active and valid health care benefits.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- 1 year of successful work experience in an office setting.
- 2 years work experience with Native American communities and/or organizations is *preferred*.
- Mandatory webinars for Tribal Assister Certification.
- Tribal Assistor Certification *preferred.*
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to manage and organize large volumes of information and maintain a manual and/or electronic filing system(s) for employee files, patient files and scheduling.
- Ability to clearly and effectively communicate with a diverse population in different formats (e-mail, telephone, letters, etc.).
- Knowledge and understanding of the Medicaid, private insurance, employee insurance and the special provisions in the Affordable Care Act regarding American Indian/Alaska Natives.
- Ability to work independently and multi-task as needed.
- Ability to provide good customer service.
- Skill at entering data into the Moonwalk & RPMS.
- Knowledge of health insurance.
- Ability to maintain attention to detail and accuracy

- Ability to maintain high level of confidentiality, HIPAA and protect sensitive client and staff information.
- Proficient with personal computer and have knowledge of software programs including Microsoft Outlook, Microsoft Word, Microsoft Excel, and PowerPoint and have ability to utilize the Internet.
- Knowledge of standard office operational procedures, practices and etiquette including greeting public, photocopying, filing systems, operate fax machine and telephone skills.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires regular contact with or control over Indian children and is therefore subject to extensive criminal background check and CAMIS check.
- Must possess a valid Washington State Driver's license and meet the eligibility requirements for tribal insurance.
- Must have computer skills and communication skills, both verbal and written.
- Required background checks every 24 months for Tribal Assistor Certification.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376 or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.