



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: Intake/Admission Clerk/Receptionist
Behavioral Health (BH) Counseling Services (CS)

OPEN: June 12, 2019

SALAR: (5) \$14.35-\$16.07 per hour DOE

SHIFT: Day

LOCATION: CS Building

DURATION: Regular Full Time

CLOSES: June 19, 2019

DIVISION: BH

DEPARTMENT: Counseling Services

SUPERVISOR: Admin Assist Mgr

VACANCIES: 1

JOB SUMMARY: Intake/Admission Clerk/Receptionist is responsible to provide a wide range of office duties including answering phones, greeting clients, schedule appointments for clients, mail pick-up and ordering office supplies. Position responsible to process and enter necessary client information into the MethaSoft computer system for admission to the program. Position will work closely and share duties with the Reception/Secretary to ensure window and phone is accessible for clients at all times. Incumbent is responsible to provide secretarial support to CS manager as well as ensuring office operates in a professional manner.

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

1. Greet clients and collect basic information, such as name, address, occupation or verify/update client information in the system.
2. Process the required admission information for each client being admitted into the program.
3. Collect billing information for each client, make sure billing/insurance is valid, make copy of insurance card & other identification and enter into computer system.
4. Collect necessary signatures for admissions and make copies of each form for client.
5. Forward necessary information needed by counselors and Healing spirit clinic for admissions.
6. Review and describe program rules with each client and other information such as office hours and importance of keeping scheduled appointments.
7. Responsible to ensure confidentiality, clerk must keep desk clear of all client information.
8. Screen and assist clients who are Medicaid eligible with applications.
9. Answer telephones in a professional manner, taking messages or transferring calls as necessary.
10. Schedule appointments for assessments, intakes, UA's etc.
11. Participate in staff meetings and or consultations as requested.
12. Operate, order supplies and ensure maintenance for various office equipment, copier, fax machine, time clock, printer etc.
13. Keep records and assignment of department vehicles, assigning keys following program policies.
14. Run errands as requested (distribute/pick up mail, pick up supplies, take paperwork/time cards to get signatures/turn in, bring work orders to accounting etc.)
15. Assist in maintaining appropriate professional atmosphere of office work station including advising supervisor when unusual work situations arise or when new procedures are initiated.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 years of professional office experience
- Must 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:

- Understand and be familiar with the alcohol & drug addiction problem in the Lummi community and have ability to provide necessary services for treatment.
- Ability to be reliable and perform duties with minimal supervision
- Possess knowledge of office procedures and ability to establish and maintain professional and supportive relationship with program participants.
- Knowledge of computer programs such as Microsoft office, MethaSoft and provider one.
- Ability to remember things and accurately record information electronically.
- Willing to work as a team player and provide a friendly understanding behavior towards client that is seeking help.
- Possess communication skills for interviewing and collecting needed client information for admission.

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 extensive Criminal Background Check.
- Must be experienced in office procedures, filing, copying, answering phone and greeting the public.
- Must have good verbal and written communication skills.
- Must have experience recording information into computer system.
- Must have HIV/AIDS, CPR and Airborne Pathogens eight hour training or willing to register in the next available class.
- Must have received or willing to receive training in HIPAA law relating to client rights and confidentiality.
- Must be reliable and dependable

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/Website.php?PageID=381> 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.