

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-159 Issue Date: 11-14-12 Closing Date: 11-20-12

Office Assistant II
Yakama Nation Diabetes Program
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular

Employee is responsible for varied program clerical duties. Meets and greets program participants, visitors, and vendors who come to the center. Answers telephones, schedules participants orientation, copies and faxes documents. Types and files as well as delivers and retrieves programs mail from Tribal mailroom.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the Yakama Nation Diabetes Program Mission.
- Knowledge of or willingness to become familiar with, the Health Information Portability and accountability Act (HIPAA).
- Knowledge of general office practice and procedures.
- Knowledge of standard filing principles and practices.
- Knowledge of principles of grammar, punctuation, and spelling.
- Ability to use standard office equipment such as a fax and copier.
- Ability to maintain confidentiality.
- Ability to work independently, productively, and be self-motivated.
- Ability to understand and implement oral and written instruction.
- Ability to communicate effectively in all personnel contacts, especially as a Diabetes Program team member.
- Ability to commit and be dedicated in support of program goals and objectives in prevention and management of diabetes.
- Ability to reasonably practice healthy habits and behaviors to further demonstrate support of the Diabetes Program mission.

General Recruiting Indicators:

- Must possess a High School diploma or equivalent AND, 1-year work experience in a comparable position.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid WA State Driver's License.
- Must possess current First Aide/CPR card or be able to obtain one within 6-months of hire.
- Must be able to work a flexible work schedule if necessary.
- Must comply with time and attendance policies; arrive promptly to work; and establish an exemplary attendance record.
- Must be energetic, outgoing and a people person.
- Pass a criminal background check (if applicable).