

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-147 Issue Date: 08-15-14 Closing Date: 08-21-14

Office Assistant V
Area Agency on Aging (AAoA)
Department of Health & Human Services
Hourly Wage: \$13.21/Full-Time/Regular

Incumbent must be bi-lingual in Spanish and English. Is responsible to provide information and assistance (I&A), as applicable in English or Spanish to clients in the office, community, or on the telephone. Screens inquiries to determine type of assistance needed and handles accordingly. Assists clients and providers to complete forms for services. Employee is responsible for administrative work assignments such as typing, filing, data entry, copying documents, and handling incoming/outgoing mail. Is responsible to take and transcribe meeting minutes and distribute copies as directed.

Knowledge, Skills and Abilities:

- Knowledge, basically, of AAoA program mission, policies, and services.
- Knowledge of English, Spanish, and Tribal Cultures.
- Knowledge of standard filing practices and procedures, including data and records management.
- Knowledge of proper and correct application of grammar, punctuation, and spelling in preparing correspondence and narrative reports.
- Knowledge of Health Information Portability and Accountability Act (HIPAA).
- Knowledge of available resources within the community for medical and social services.
- Skill in use of a computer and assorted software such as Microsoft Word, Publisher, Excel, and Outlook.
- Ability to speak English and Spanish fluently.
- Ability to effectively communicate in a professional manner.
- Ability to provide personal assistance when working with disabled and older adults.
- Ability to operate a multi-line telephone system.
- Ability to work independently and productively with minimal supervision.
- Ability to operate standard office machines such as a copier and fax machine.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain strict confidentiality.

General Recruiting Indicators:

- Requires a high school diploma or equivalent AND three years satisfactory work experience as an Office Assistant IV or an equivalent position, AND must speak both English and Spanish fluently.

Necessary Special Requirements:

- Must possess a valid WA State Driver License with ability to obtain a Yakama Nation Tribal Driving Permit.
- Must pass a Washington State Criminal Background Check.
- Must be able to travel to relative meetings and trainings.
- Required to pass a drug and alcohol test.