

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-125    **Issue Date:** 06-24-16    **Closing Date:** 07-01-16

**Administrative Assistant**  
**YN Diabetes Program**  
**Department of Human Services**  
**Hourly Wage: \$14.56/Regular/Full-Time**

Provides administrative and office service support for the Diabetes Program. Is responsible to provide oversight of financial assistance referrals received for eyeglasses, shoes, and dentures using the Indian Health Service (I.H.S.) Electronic Health Record (E.H.R.) system. Performs bookkeeping functions when necessary and is familiar with the JD Edwards Accounting System. Responsible to perform varied, technical, and confidential administrative duties and responsibilities. Serves as a personal clerical assistant to the Diabetes Program Manager; as directed, attends meetings and other events in the absence of the Program Manager. Develops and maintains a records management system. Assists with and/or coordinates certain program activities: Keep Fit, 100 Mile Club, Family Fit Night, community workshops, and Annual Diabetes Conference.

**Knowledge, Skills and Abilities:**

- Knowledge, willingness, and ability to put into practice healthy lifestyle habits and behaviors that prevent the development of diabetes, cardiovascular disease, and cancers.
- Knowledge and understanding of the Yakama Nation Diabetes Program's Mission Statement.
- Knowledge of and skill in use of a computer and assorted software that includes; Excel, Access, Power Point, Word, (Etc).
- Knowledge of Health Information Portability and Accountability Act (HIPAA).
- Ability to work independently, exercising good judgement and coordinating work and tasks with other program staff and departments to achieve program goals and objectives.
- Ability to work effectively and efficiently in order to meet deadlines in a timely manner.
- Ability to work cooperatively and in a professional manner with others, establishing cordial and effective work relationships with other staff, employees, clients, patients, departments, and organizations.
- Ability to remain on task and maintain a positive attitude despite set-backs and frustrations.
- Ability to understand and execute verbal and written instruction and to apply varied guidelines to varied situations. Capable and skilled in expressing ideas clearly, concisely, verbally, and in writing.
- Ability to be receptive to learning new skills and procedures.
- Ability to maintain confidentiality.
- Ability to read, comprehend, and implement information or data applicable to program mission statement.

**General Recruiting Indicators:**

- **Minimum:** High School Diploma or GED and work-experience in comparable occupation may suffice dependent upon years of experience in clerical-field. May substitute on a month-to-month basis, college level course work or training in business administration for minimum work experience.
- Office Assistant II-V experience is preferred but not required.
- Required to pass a pre-employment drug & alcohol test.
- Must possess a valid Washington State Driver's License.
- Must possess a current First Aide/CPR card or be able to obtain one within the first 6-months of employment.
- Must be able to comply with time and attendance policies; arrive promptly to work; establish an exemplary attendance record.
- Must be able to work flexible work hours.
- Yakama Enrolled Preference.