

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-126    **Issue Date:** 06-24-16    **Closing Date:** 07-01-16

**Office Assistant**  
**YN Diabetes Program**  
**Department of Human Services**  
**Hourly Wage: \$9.86/Regular/Full-Time**

Employee is responsible for varied program clerical duties. Meets and greets program participants, visitors, and vendors who come to the Diabetes Wellness Center. Answer telephones, schedules participants orientation, copies and faxes documents. Typing and filing skills are required; must create memorandums as directed by the program manager. Must be very organized in all aspects of occupational priorities. Delivers and retrieves program mail from Tribal Agency Mailroom.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of the Yakama Nation Diabetes Program Mission.
- Knowledge of the Health Information Portability and Accountability Act (HIPAA).
- Knowledge of general office practices 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 instructions.
- Ability to communicate effectively in all personal 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 lifestyle 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.
- Must possess a current First Aide/CPR card or be able to obtain one within 6-months of hire.
- Required to pass a pre-employment drug & alcohol test.
- Must possess a valid Washington State Driver's License.
- Must comply with time and attendance policies; arrive promptly to work; and establish an exemplary attendance record.
- Must be able to work flexible work hours when necessary.
- Must be energetic, outgoing, and a people-person.
- Yakama Enrolled Preference.