

TOIYABE INDIAN HEALTH PROJECT, INC.

JOB DESCRIPTION

POSITION: Receptionist

SALARY RANGE: TSS 5

WORK STATION: Various Departments

SUPERVISOR: Department Head or Designee

NON-EXEMPT

POSITION SUMMARY: Provide clerical support to the Department staff. Ensure overall efficient flow of information, disseminating communications received, to the appropriate individuals in a timely manner.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Secretarial office skills including good typing skills with knowledge of general office procedures.
3. Communicate with the general public and overall staff effectively utilizing good verbal and written skills with the ability to follow verbal and written directions.
4. Experience in computer applications preferably.
5. CPR certified or certified within three month of hire.
6. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Greet the public, assisting them with completing forms/applications and/or directing to the appropriate person or department for further assistance.
2. Answer Department telephones, take messages and/or route calls to appropriate staff.
3. Provide ongoing clerical supportive services to the Department staff as requested and necessary for the efficient operations of the department.
4. Typing, filing and scanning of administrative department correspondence, reports, memos, forms, proposals, grants, etc. as well as copying materials and disseminating for proper delivery.
5. Responsible for recording and routing all incoming faxes to Department to the appropriate staff.
6. Responsible for the maintenance schedule (repairs, supplies, etc.) of office equipment, (fax, copy machine and postage meter).
7. If needed, the receptionist may be assigned to another Department or provide support and assistance to the CEO, COO, as well as other administration departmental staff , as well as coverage of duties as the Recording Secretary to the Board as necessary.

8. Depending on assignment, may be the primary contact person responsible for processing of organizational credit card purchases, maintaining accurate records/logs of purchases and documentation.
9. Depending on assignment, maintains a current master list of addresses of all communities in the Toiyabe service area updating annually as necessary.
10. Assists staff with travel arrangements for department staff to include preparation of travel claims, hotel reservations, etc.
11. Responsible for production and dissemination of department section or overall Toiyabe monthly/quarterly newsletter.
12. Opens, dates and routes incoming mail. Depending on assignment responsible for routing inter-office mail to departments and courier for satellite clinics and delivery of out-going mail to the post office according to schedule. Maintains bank deposit logs and delivery records for deposits sent from the satellite clinics.
13. Maintains inventory of Department equipment, ordering office supplies and responsible for maintaining a purchase order log for Department.
14. Depending on assignment, maintains monthly and annual schedules of the Multipurpose and Administration's conference rooms for activities / meetings as well as distributing s monthly calendar of TIHP events to all staff.
15. Depending on assignment, coordinates the availability and routine maintenance of the Department or Administration vehicle with the Property/Motor Pool Clerk.
16. In all aspects of the duties, shall follow and observe the rules of confidentiality in the retention and dissemination of privileged and confidential information.
17. Performs other job-related duties as assigned.

Description Reviewed: Employee _____ Date _____
 Supervisor _____ Date _____