

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Quil Ceda Creek Counseling Company

**JOB DESCRIPTION:** The Administrative Assistant provides clerical support services to all employees of the Quil Ceda Creek Counseling Company. General office duties include but are not limited to; reception, telephone, typing, filing, and office supply purchasing. Duties require a clear understanding and skills in all aspects of office administration, basic accounting and mathematics, and knowledge of substance use disorder and the effects on individuals, families, and communities.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** Office Manager

**EMPLOYEE SUPERVISES:** N/A

**EDUCATION:**

- High School diploma or GED equivalent required.
- One year of college OR equivalent experience in business administration or office management.  
*Preferred*

**SKILLS:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Skills in the operation of a personal computer and standard office programs and equipment.
- Knowledge of common office and administrative procedures.
- Knowledge of HIPAA and PHI requirements.
- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.

**EXPERIENCE:**

- Previous substance abuse treatment and/or primary care experience strongly preferred.

## PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Valid and unrestricted Washington State Driver's License.
- Current CPR/First Aid certification.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties.
- Employment is contingent upon successful completion of a pre-employment background check

## SPECIFIC JOB PERFORMED:

Specific duties and day-to-day tasks of the **Administrative Assistant** are prompted by assignments, and by requirements to fulfill responsibilities established by the Supervisor. These duties include, but are not limited to, the following:

- Welcomes counseling patients and visitors in a courteous and professional manner and verifies patient contact and insurance information on file.
- Arranges appointments and registers patients, ensuring that all demographic information is current.
- Answers basic questions and gives routine instructions.
- Enters demographics of new patients, including insurance information, into computer.
- Ensures that referrals are available, if required.
- Answers and screens telephone calls and takes messages.
- Coordinates the exchange of patient data with referral sources.
- Collects, verifies, and enters in the billing system all insurance and third-party resources for payment.
- Coordinates and schedules appointments for multiple counselors with the Mental Health and Substance Use Disorder departments.
- Assists and informs clients regarding the established treatment process, maintaining confidentiality and ensuring full compliance with all HIPAA and PHI regulations.
- Utilizes Electronic Health Record (EHR) program to place information updates and appointment reminders.
- Coordinates patient appointments for counselors.
- Verifies insurance coverage and eligibility on individual basis.
- Verifies client eligibility on an individual basis; submits required information to appropriate department.
- Assists counselors and staff with faxes, printing of notes, and all other office related tasks.
- Maintains, inventories, orders, collects, and distributes supplies and/or equipment.
- Processes all paperwork for scanning and provides case management support to counselors and staff.
- Organizes all treatment packets and forms for patients in office.
- Assists with program events.
- Cross-trained to assist staff with all other duties when unavailable.
- Enters data into EHR database.
- Performs other duties as assigned.
- Adheres to all QCCCC Policies.

**TERMS OF EMPLOYMENT:** This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.