

CHEYENNE RIVER SIOUX TRIBE
BEHAVIORAL HEALTH DEPARTMENT
ADMINISTRATIVE ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: The incumbent is responsible for program administrative support, establishing and maintaining patient charts containing confidential information, and data entry of information essential to communication with other Health Care Providers. Provides the Director with the technical information in the overall administration of the department.

Supervision received: Works under the immediate supervision of Director of Behavioral Health.

Supervision exercised: NONE.

EXAMPLE OF DUTIES (Duties may include, but are not limited to the following):

Scheduling and re-scheduling patients when necessary.

Continue care in providing admission, telephone calls and assists with transportation arrangements.

Complete purchase orders and finance vouchers and assists with the program budget for the Behavioral Health Program.

Assist in training new staff in data entry system with the RPMS.

Models supportive relations between co-workers that involve communicating daily routines.

Provides requested information and collaboration to referral agencies such as Four Bands, Social Services, Tribal Courts, Vocational Rehabilitation, Disability Determination Services and other providers requesting medical releases upon appropriate release consents.

Maintains and schedules appointments for the Behavioral Health Director.

Will be responsible for completion of time sheets for the staff on a bi-weekly basis.

Participates in training activities necessary to maintain or improve abilities needed for the successful completion of position's responsibilities.

Maintains confidentiality and reports concerns regarding confidentiality issues directly to the supervisor.

Oversees actions necessary to replace, update and maintain good working conditions of all equipment supplies and psychological testing required to operate in Behavioral Health functions.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Incumbent must possess intellectual capacity and discipline to communicate clearly and efficiently with people. Ability to form positive interpersonal relationships, to be non-judgmental and accepting of all staff and clientele. Knowledge of business skills in terms of maintain records, forms and interview data. Must be familiar with computer technology to utilize daily. Must be able to compose and type correspondence to clients and other providers, in an accurate and professional style. **Knowledgeable about and ability to maintain the Health Insurance Portability and Accountability Act and 42 CFR, Part 2, and appropriate ethical codes.**

Education: Must have an Associate's Degree in a Business field.

Experience: One-year minimum previous experience in Administrative functions is required.

Confidentiality: Must adhere to all State and Federal Confidentiality/Privacy Act Rules and Regulations & HIPAA. Confidentiality is very important when working in the Health Department. It is expected that all matters pertaining to individual problems will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

This position is strictly prohibited from participating in political activity.

Special Requirements: Must have a valid State Driver's License. Must become certified in CPR and First Aide. This position is also subject mandatory drug and alcohol testing accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol Free Workplace Policy. Incumbent is subject to a background investigation, accordance with PL 101-647 and PL 101-630 and Resolution No. 86-2013-CR.

Employees of the Cheyenne River Sioux Tribe are expected to conduct themselves on and off the job in a manner which will bring credit to the organization and are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be requested to work beyond your regular working hours per your supervisor's discretion.

Revised: 9.17.18 11/14/24