

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position by submitting a complete application. To qualify for this position applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to cbrown@sctribe.com or clewis@sctribe.com.
Posted 05/26/2023. Position Closes 06/09/2023.

Position Title: Substance Abuse Administrative Assistant

Department: Substance Abuse Program

Immediate Supervisor: Licensed Alcohol Substance Abuse Counselor

Position Supervised: None

General Statement of the Substance Abuse Administrative Assistant:

Under the direct supervision of the Alcohol Substance Abuse Counselor, the Substance Abuse Administrative Assistant will provide administrative support services and client support services through client participation and client directed substance abuse counseling. The program is designed to reduce the risk of substance use and foster client strengths, self-esteem, and sense of responsibility. Program services and activities include client intake, treatment goals, individual and group counseling, rehabilitation, crisis intervention and referrals as directed by the Licensed Alcohol and Substance Abuse Counselor. This position requires a highly motivated individual who will process referrals, assist clients, and assist in the intake process. The Substance Abuse Administrative Assistant will assist the Substance Abuse Counselor in the performance of all financial activities; assists in the preparation and submission of the program annual operating budget request and any necessary amendments thereof; is responsible for assisting in the daily operation of activities and supporting the Licensed Substance Abuse Counselor with client needs as directed.

Specific Areas of Responsibility:

1. Maintain confidentiality and adhere to all laws governing communication and files protected by HIPAA legislation {45 CFR, Parts 160 & 164}.
2. Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, keeps job knowledge current, is in command of critical issues.
3. Perform all client-related services such as initial mini-intake information, schedule appointments and all other client related correspondence.
4. Coordinating services and available resources to promote the continuum of care.
5. Communicate information to individuals or groups; clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message.
6. Maintains inventory and ensures office organization. Orders office supplies as needed and record purchase orders, requests, and transactions.
7. Answering and directing telephone calls as appropriate. Strong communication skills.
8. Schedules intake and counseling appointments to support client's needs.
9. Maintain the Licensed Alcohol Substance Abuse Counselor's schedule and monthly calendar.
10. Assist clients in applying for General Aid and setting up necessary appointments.
11. Coordinating services and available resources to promote the continuum of care.
12. Provides appropriate orientation to program aspects including documentation, and data input into computer system.
13. Provides administrative assistance with clerical equipment and functions such as computer data management or word processing, copying, filing, and organizing.
14. Maintains current and accurate files on all events hosted and facilitated by the Seneca Cayuga Nation Substance Abuse Program.
15. Provides onsite assistance for activities, meetings, events, and testing including but not limited to reserving and arranging meeting/event location, participating in event activities as assigned such as but not limited to Sky Ranch Annual Children's Camp which will require overnight stay, copying handouts and information, prepare pertinent paperwork for all testing, classes, etc.
16. Other duties as assigned.

Qualifications and Requirements:

- Entry level position, college degree in psychology preferred or comparable knowledge, skills and work history.
- A minimum of one-year direct service experience in crisis intervention, case management, and substance abuse in a professional office setting providing a supportive role with confidential public contact.
- Must affirm in writing that his/her employment performance has not been impaired by alcoholism/drug addiction in the last five (5) years.
- A valid driver's license is required.
- Knowledge of HIPAA policies and procedures and be able to maintain absolute confidentiality.
- An individual should have knowledge of Database software, Internet software and Microsoft Office.
- Ability to: maintain professional office manners, communicate effectively and professionally, verbally and in writing; follow written and verbal instructions; prioritize tasks.
- Establish and maintain effective working relationships with varied backgrounds on a professional level without prejudice that relate to meet the needs of the clients.

SKILLS:

Team building, interpersonal, and organizational skills. Ability to establish and maintain effective peer relationships with coworkers within the Seneca-Cayuga Nation and the public. Willing to be part of a team and cooperate in accomplishing department goals and objectives. Ability to work with people of all social and ethnic backgrounds and to resolve conflicts, negotiate situations, and facilitate consensus.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

TRAVEL REQUIREMENTS:

Will require occasional overnight travel to attend meetings and training courses.

*A waiver of the educational requirement may be offered based on an evaluation of actual experience and demonstrated competence. *

Tribal/Indian preference will be observed in the filling of this position.