



Strengthening American Indian Youth and Families

01/22/10

TITLE: Administrative Assistant

SALARY: \$10.00—15.00 per hour with Full Benefits (Hours 9:00 am—5:00 pm)

SUMMARY: The Administrative Assistant is responsible for assisting in the oversight of Ain Dah Yung's central office and data entry for the Shelter, Beverley Benjamin Youth Lodge, Ninijanisag, and Family Services Programs. This is a full-time non-exempt hourly position with full benefits. This position reports to the Administrative/IT Manager.

Receptionist

1. Responsible for receptionist duties. Answer all incoming calls in a professional manner and direct caller to appropriate program/person.
2. Be knowledgeable of all Ain Dah Yung programs and services and other service providers for Native American youth and families.
3. Greet and direct clients and visitors to the appropriate staff person.
4. Provide information and referral as needed.
5. Coordinate phone coverage with the Administrative/IT Manager.

Administrative

6. Compose documents, spreadsheets, flyers, and brochures using Microsoft Word, Excel, Power Point, and Publisher for all programs.
7. Responsible for all opening, dating, and distribution of all incoming/outgoing mail.
8. Maintain the central office in a neat and efficient manner.
9. Responsible for conference room scheduling and calendar.
10. Order office/program supplies, agency brochures and printing orders as needed.
11. File, copy and fax for all programs.
12. Assist with setting up files for all programs, includes making labels.
13. Assist with newsletter.

Data Entry

14. Responsible for entering data into various data bases in an accurate and timely manner for all ADY programs.
15. Compiles, sorts according to deadline dates and verifies accuracy of data to be entered.
16. Maintains files of received data and completed documents according to programs.
17. Re-enters data in verification format to detect errors.

ADMINISTRATIVE ASSISTANT

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Billing

- 18. Responsible for entering data into various data bases in an accurate and timely manner for all ADY programs.
- 19. Compiles, sorts according to deadline dates and verifies accuracy of data to be entered.
- 20. Maintains files of received data and completed documents according to programs.
- 21. Re-enters data in verification format to detect errors.
 - Collect needed information for clinical billings.
 - Perform all third party billing of the Oyate Nawajin Programs, including running monthly reports, tracking payment status and re-billing as needed.
 - Submit payment status reports to the Oyate Nawajin Director and Accountant on a monthly basis

ACADEMIC/EXPERIENCE REQUIREMENTS:

High school diploma or GED is required. Minimum of two years of administrative and data entry experience a must.

QUALIFICATIONS:

Valid Minnesota Driver's License with a good driving record.

Must have general office skills and be able to operate standard office equipment.

Must have excellent computer skills.

Must have working knowledge of Microsoft Word, Excel, Power Point, Publisher, and data bases.

Must have excellent typing skills and ability to write correspondence.

Ability to read and interpret documents, such as computer hardware and software operating and maintenance instructions, and procedure manuals.

Must have good people skills and the ability to communicate effectively.

Must have an excellent work record and be able to demonstrate stability.

Must be able to work as a team member, accept direction and carry out delegated tasks.

Must be able to demonstrate and promote a chemically health lifestyle.

Knowledge of and sensitivity to the American Indian community required.

Employee's Signature

Date