

Urban Indian Center of Salt Lake
POSITION DESCRIPTION



JOB TITLE: **BEHAVIORAL HEALTH ADMINISTRATIVE ASSISTANT/PATIENT SCHEDULER**
SALARY GRADE: \$13.00-\$18.00/HR (depending upon credentials & experience)
APPOINTMENT: FULL-TIME (NON-EXEMPT)
SCHEDULE: M-F 8:00 AM-5:00 PM (occasional weekend and evening)
SUPERVISORY ROLE: NO

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

Under the direct supervision of the Urban Indian Center of Salt Lake (UICSL) Behavioral Health (BH) Department, Program Director, the Administrative Assistant/Patient Scheduler functions as a support person in the coordination and organization of administrative processes in a high-quality, efficient, and cost-effective manner. The incumbent will demonstrate specific and cultural sensitivity toward UICSL clients. This position is distinguished from other administrative support positions in that the position provides highly sensitive support to the BH Program Director. All duties will be done in accordance with federal and state regulations that may apply.

DUTIES & RESPONSIBILITIES:

- Prepares a wide variety of clerical and administrative duties as required for daily operation of UICSL BH Department and or UICSL facility.
- Facilitates communications between the BH Program Director and the key administrators of the agency.
- Researches and analyzes routine administrative projects for the BH Program Director.
- Provides follow-up to assignments given to the department staff by the BH Program Director.
- Performs specialized and complex office administrative work requiring the use of independent judgment.
- Completes assignments accurately, in a timely manner.
- Organizes own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum of direction.
- Demonstrates working knowledge of the organization’s departmental procedures.
- Oversight of behavioral health appointment scheduler package.
- Performs duties as assigned by BH Program Director

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of behavioral health terminology.
- Knowledge of and a demonstrated respect for American Indian/Alaska Native history, values, customs, and practices.
- Knowledge of confidentiality requirements related to agency and behavioral health program.
- Strong skills in professional networking, creating and maintaining community partnerships.
- Ability to work independently and on multiple deadlines.
- Ability to pass state background check for agency licensing.
- General office and clerical organizational skills.
- Ability to work both independently and within a team setting.
- Ability to handle the occasional stressful and problematic situation
- Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
- Proficiency with Microsoft Office software and knowledge of database software (RPMS).

REQUIRED QUALIFICATIONS:

- High school diploma or GED required.
- 1-year experience as Administrative Assistant preferred.
- Knowledge of and a genuine respect for American Indian/Alaska Native values, customs, and practices.
- Must have valid Utah driver's license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.
- Must have a current immunization record.

All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*