



Wellness is Traditional

## **JOB ANNOUNCEMENT**

Position Title: Kumeyaay Family Services Program Assistant  
Department: Kumeyaay Family Services  
Supervised By: Kumeyaay Family Services Director  
Location: Alpine  
Status: Non-Exempt  
Posted: September 21, 2017  
Closing Date:  
Compensation: \$34,000 – \$43,305 Annually / DOE  
Grant: Grant Funded  
Clinic Hours: Monday-Friday, 8:00AM-4:30PM; Flexibility to work evenings and weekends may be required based on program need.

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### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The KFS Program Assistant will provide high-level clerical and administrative support including, but not limited to statistical reporting, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train lower level clerical staff for the Kumeyaay Family Services Departments.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Types and prepares letters, technical reports, coordinates flyers and other memoranda for the KFS Department.
2. Screens and refers telephone calls to appropriate personnel within the department. Maintains schedules of KFS staff. May coordinate patient appointments as needed.
3. The administration job scope includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.
4. Support director, supervisors and employees through a variety of tasks related to organization and communication. Acts as a liaison with other departments and outside agencies.
5. Coordinates meetings, which may include picking up/ordering supplies, creating agendas, setting up room and logistics, and sending out meeting notices.

Signature and Date

6. Responsible for compiling data, and preparing papers for consideration and presentation by KFS Director as requested.
7. Responsible for providing administrative skills such as filing, organizing, binding, and computer specifically Microsoft Office i.e. Word, Excel, PowerPoint etc.
8. Organizing and maintaining Kumeyaay Family Service meeting area, ensuring supplies are stocked and department flyers are updated. Also responsible for ensuring the common area is clean and presentable to the community.
9. Works in cooperation with other assistants to cover phones.
10. Attend meetings to record meetings as requested.
11. Conducting Exclusions and Debarments on a monthly basis.
12. May facilitate Billing and Insurance process for Mental Wellness patients as requested.
13. May assist with Purchased and Referred Care service (contacting patients to discuss approvals/denials)
14. May assist with ICD 10 trainings and information.
15. Provide assistance as a Certified Enrollment Counselor for Covered California.
16. Maintain confidentiality and adhere to all laws governing communication and files protected by HIPAA legislation (45 CFR, Parts 160 & 164).
17. Works independently and within a team
18. Other duties as assigned.

### **QUALIFICATIONS:**

**Education/Experience:** Training and experience in clerical and secretarial duties is required. Applicant must be able to work with minimal supervision. Minimum typing speed of 50 words per minute is required, along with proficiency in mental health services and programs. Minimum requirement: An Associate's Degree, or technical certificate a Healthcare field. A Bachelor's Degree in a social services discipline is preferred. Applicant must have experience and/or education in de-escalation of volatile situations. Applicant must possess strong customer service and computer skills, including proficiency with Word, Excel, Outlook, and Publisher. Billing experience with CPT and ICD-9 coding is required. Strong attention to detail is required. Applicant must be able to proofread own work and other correspondence. Must be 18 years of age or older.

**License:** A valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

Signature and Date

**Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, follow detail, including the ability to interact effectively and communicate with people in a professional and courteous manner. The applicant must be able to maintain confidentiality and relate with Indian clients in a sensitive and culturally relevant manner. Must be team-effort oriented.

**Other:** Applicants must have the ability to evaluate a client's needs. Obtain needed patient services for the client, including making referrals as necessary. Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position.

### **INDIAN PREFERENCE:**

**INDIAN PREFERENCE:** In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.

Signature and Date