

JOB ANNOUNCEMENT

TITLE: Administrative Assistant – Part-time

OPENING DATE: March 12, 2008

CLOSING DATE: March 26, 2008

LOCATION: Vermilion

STARTING RATE AND GRADE: \$11.20 per hour (N- 06) (20 hrs/week)

IMMEDIATE SUPERVISOR: Chemical Health Specialist

JOB SUMMARY:

Provide clerical and office functions for the Bois Forte Chemical Dependency program. Incumbent will be eligible to earn sick and annual leave and receive paid holidays.

EDUCATION:

High School diploma or equivalent required. Demonstrated ability or relevant work experience may be substituted for education.

QUALIFICATIONS:

1. Must have strong typing, filing bookkeeping, general office management, and computer skills.
2. Must have good oral and written communication skills.
3. Must have general knowledge of chemical dependency and an ability to relate well to Native Americans.
4. Must be familiar with the continuum of care concept and with the appropriate community resources for persons who have chemical use concerns.

DUTIES AND RESPONSIBILITIES:

1. Types a variety of correspondence which may include letters, requisitions, memorandums, reports and other Chemical Dependency forms.
2. Answers the telephone and responds to general inquiries concerning the Chemical Dependency program.
3. Organizes and maintains office files and be responsible for all filing.
4. Performs a variety of office duties such as operating copiers and fax equipment and ordering supplies.
5. Receives the public and makes arrangements for meetings.
6. Maintains confidential records and case histories on each client being served.
7. Assists and refers persons to AA group meetings in local areas as appropriate.

8. Assists in alcoholism and chemical dependency education in the community.
9. Assists in preparing monthly and year end reports.
10. Reports for work regularly and consistently to perform essential job functions.
11. Other job related duties assigned.

**Pre-employment drug testing applies.
INDIAN PREFERENCE WILL APPLY.**

Submit application to: Human Resources Director, Patti Wilkie, P.O. Box 16, Nett Lake, 55772. Please visit our website at www.boisforte.com to download an application.