



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB TITLE: Administration Assistant (Workforce Experience must be eligible for NWSP)

DEPARTMENT/PROGRAM: Youth Home

SALARY: \$8.67/hr

REPORTS TO: YH Manager or designate **STATUS:** Temporary/404 hrs

LOCATION: Youth Home 9010 13th Ave NW, Seattle, WA 98117

JOB SUMMARY:

We are seeking a skilled and detail-oriented Administrative Assistant to manage administrative details related to Youth Home. This posting is for a part-time temporary job. The hours will be as needed but are not expected to average more than 404 hours. The job is scheduled to start as soon as possible when contacted by the program manager. ***This temporary job is not benefits eligible***

The administrative assistant will work closely with the program manager and case manager to ensure the operations and procedures are carried out efficiently on a daily basis. Perform exceptional customer service and administrative assistant duties to support Youth Home operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keeping customer information confidential
- Answering and directing phone calls to appropriate parties or taking messages.
- Assist with medication monitoring and distribution of bus tickets for residents.
- Assist in case management duties with regard to filing, documentation, organization, phone calls, outreach, scheduling appointments and other duties assigned.
- Facilitate work between Youth Home and United Indians of All Tribes Foundation (UIATF)
- Make photo copies, assist on producing forms, or documentations if needed.
- Other duties as assigned.

QUALIFICATIONS

Experience, Competencies and Education

- High school diploma, 1-3 year experience, or closely related experience with strong references
- Basic understanding on Native American population
- Excellent communication skills (both verbal and written)

- Strong interpersonal skills and ability to work well with others with strong personal boundaries and ethics.
- Must be proficient in utilizing Microsoft Word, word processing, typing, keyboarding

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| <p>Opening: October 24, 2011</p> <p>Closing: When suitable applicant is hired</p> | <p>APPLICATION PROCEDURE</p> <p>Submit application, cover letter and resume to:</p> |
| <p>Compensation: \$8.67 per hour</p> <p>United Indians of All Tribes Foundation is an Equal Opportunity Employer</p> | <p>Chrissy Harris, Administrative Coordinator</p> <p>PO Box 99100, Seattle WA 98139</p> <p>Fax: (206) 282-3640</p> <p>Email: jobs@unitedindians.org</p> <p>Application can be found at:</p> <p>http://unitedindians.org/documents/APPLICATIONFOREmployment2011.pdf</p> |