



Administrative Assistant 2 - OTP (2 openings)

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

*Spokane Regional Health District is a "Tobacco Free" Workplace

An Equal Opportunity, ADA Compliant Employer
Veterans and persons of disability encouraged to apply

EMPLOYMENT BULLETIN: JOB #17-15
OPENS: April 28, 2017

CLOSES: Open until filled, or until sufficient applications are received

DIVISION: Treatment Services

PROGRAM: Opioid Treatment Program

SCHEDULE: Full-time (40 hr./wk.) regular.

This registry may also be used for any additional Administrative Assistant 2 positions with similar qualifications which may occur in the next 6 months

SALARY RANGE: \$2323.49 to \$2965.44 per month. The range quoted is the full salary range for this position (not including longevity pay). Starting salary will generally be \$2323.49 per month. Position includes a generous benefits package.

REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

POSITION DESCRIPTION:

- Coordinate care with the Spokane County Behavioral Health Organization (BHO) within the Raintree data system.
- Data integrity as well as, provide customer service specifically to Treatment Service individuals and internal/external departments performing a variety of administrative support activities contributing to efficient office operations using a comprehensive understanding of department and Spokane Regional Health District (SRHD) programs, policies and procedures.

MINIMUM QUALIFICATIONS:

Required Education/Experience:

- High School diploma or GED required
- Two years of experience, with limited task supervision, emphasizing or including intensive public contact, customer service, interpretation and explanation of regulations and involving general office work processes and use of office technology

Required Knowledge, Skills and Abilities:

- Knowledge of general office practices and procedures.
- Knowledge of business spelling, grammar, and arithmetic.
- Knowledge of PC computer applications such as MS Word, Excel, Power Point.
- Ability to learn specialized software program utilized at Spokane Regional Health District.
- Ability to communicate clearly in face-to-face and phone interaction with clients/patients/individuals and co-workers in a quick and timely manner.
- Ability to use office equipment such as computers, copy machines, facsimile machines; follow oral and written instruction.
- Ability to type and perform routine clerical activities quickly and accurately; learn general office procedures and terminology.
- Ability to understand and follow directions.
- Ability to maintain a courteous attitude toward the public, clients, patients and fellow employees

For a detailed position description and application form, visit us at www.srhd.org or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

This position is represented by Professional and Technical Employees union.

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MAJOR RESPONSIBILITIES:

- Responsible for entering and maintaining data into Raintree.
- Responsible for coordinating Treatment Services individual's bi-annual and annual approval and/or denial of services.
- Responsible in coordinating information with the electronic medical record system in effort to maintain data integrity.
- Works with Treatment Service individuals, public and other departmental staff of other businesses in order to interpret program procedures and guidelines, facilitate operations, or to assist in the training of staff.
- Greet Visitors and directs them to the proper person or section; responds to routine inquiries by phone or face to face.
- Assist with filing and scanning of program documents into Docuware and electronic medical records system as well as paper files.
- Use of MS Word, Excel, Power Point and a variety of internal applications such as Provider One, electronic medical record, etc. May create templates, spreadsheets, macros, presentation materials, slides, charts and graphics.
- Maintains databases for tracking program information and produces complex reports from database as required and necessary; uses spreadsheets to track, analyze and report quantitative information.
- Produces complex reports from data systems such as Raintree and/or electronic medical record system.
- Assists in specially assigned or periodic data searches to develop or recover information from standard and non-standard sources.
- Assists in the compliance and evaluation of such data to meet defined objectives.
- Organizes and maintains that record disposition schedules are adhered to and that files are kept orderly and current.
- Originates procedural correspondence such as letters of transmittal, routine notices, and responses to requests for information that is readily available by reference to office records.
- Uses computer software applications and equipment to prepare and complete forms, memo, reports, text and correspondence for Administrator or Manager from rough draft, dictation equipment, handwritten copy or oral instruction.
- Effectively operates complex equipment and office machinery, which may include PCs, printers, and facsimile machines; may serve as department liaison with service and vendor personnel when problems occur; reconciles routine problems by consulting technical manuals.
- Performs counter work; receives and processes a variety of forms and applications, computes verifies data, and fees; assists in completion of forms or documents; and researches governing directives to answer questions and resolve routine problems encountered.
- Provides information and explains departmental procedures in response to questions raised by the public served.
- Participate in Quality Improvement and Logic Models for program evaluation. Assists in developing general office procedures and process.
- Fulfills requests for publications or office supplies. Processes requisitions and vouchers received through departmental business transactions; places orders from requisitions and validates merchandise and payments received. Orders, maintains, and distributes supplies and inventories.
- Takes minutes at meetings and writes minutes up; performs follow-up clerical procedures between meetings and groups. Coordinates and organizes meetings, activities, and functions. Sets up rooms and equipment when required.
- Maintain HIPAA and 42 C.F.R. Part 2 Confidentiality.

ENVIRONMENTAL FACTORS:

- Indoors, sedentary with 8 hours/day sitting or standing
- 6 to 8 hours/day keyboarding or typing at a computer terminal
- Ability to navigate client sites on a regular basis
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to discern colors and odors
- Ability to bend, twist, stoop on a regular basis and ability to lift or carry up to 25 pounds on an occasional basis

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- Ability to type, file, and complete forms with or without accommodation
- Ability to maintain composure in stressful situations
- Ability to bend, twist, stoop on a regular basis
- Ability to type, file, and complete forms with or without accommodation

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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