

VACANCY ANNOUNCEMENT

Receptionist/Intake Clerk



OPENING DATE:	03/31/2023	CLOSING DATE:	04/15/2023
SUPERVISOR:	Family Services Building Programs Directors	SALARY:	TBD
LOCATION:	Tribal Complex	STATUS:	Regular Full-Time

JOB SUMMARY

Receptionist is responsible for the completion of activities associated with respective grant's objectives and deliverables for all programs located within the Family Services Building. Provides administrative and clerical support and assists the respective programs in all activities and events.

DUTIES AND RESPONSIBILITIES

- Greets all individuals entering the building for the purpose of responding to inquiries and/or directing individuals to appropriate location.
- Receives applications, collects supporting documents, and assist Tribal Members and clients in completing applications for assistance. Advises what supporting documentation is needed for ensure application process is complete.
- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. Maintains daily incoming call log.
- Receives all incoming items (mail, faxes, job applications, etc.). Distributes items to appropriate department for the purpose of ensuring receipt to addressee.
- Maintains reception area materials (brochures, program information, event calendars, etc.) for the purpose of providing resource information to visitors.
- Maintains calendar for department/building staff.
- Performs general secretarial and clerical functions (copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations for staff in the Family Services Building.
- Assists staff in setting up meetings, workshops, classes, screenings, transporting, etc.
- Receives program checks and delivers to appropriate Program Director or designated staff.
- Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE

- Possess a High School Diploma or GED.
- Must have had at least one (1) year of work experience in a clerical or administrative type position.
- Have the ability to interpret and follow program guidelines relating to the programs within the Family Services Building/Department.
- Be computer literate and able to operate software for letter processing and spreadsheets.
- Must have communication skills, both oral and written, to interact with clients, staff, officials, and other individuals regarding program matters.
- Must be a self-starter and be able to work with a minimum amount of supervision.
- Proven ability to work well with Indian families and children, and must have positive human interaction skills.
- Must have the ability to organize and maintain clear and concise records.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.