

**LOWER BRULE SIOUX TRIBE**  
**LOWER BRULE COUNSELING SERVICE**  
**JOB ANNOUNCEMENT**

**Readvertisement #2**

**JOB TITLE:** Administrative Assistant

**JOB CLASS:** DOE

**JOB SUMMARY:** Under the direct supervision of the Substance Abuse Director and will be responsible for overseeing the financial, clerical and client data functions of the Lower Brule Counseling Service (LBCS), to facilitate a smooth flow of communications and documentations for all services provided.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates the collection for processing of time sheets for all LBCS employees.
- Maintain current and accurate sick and annual leave records for all program employees.
- Maintain personnel files of current staff.
- Maintain a confidential client, personnel and program filing system using various filing methods appropriate for type of files for maintaining security and confidentiality.
- Be aware of, and comply with the Federal confidentiality laws and regulations concerning any patient in federally-assisted Chemical Dependency Program (42 CFR Part 2 SUD Confidentiality and Disclosure: HIPPA privacy rule and Privacy Act), including annual training and when updates are provided.
- Maintain current files of affiliation agreements with other care providers.
- Become familiar with the program policy and procedure manuals to assist other workers, staff and clientele.
- Process travel vouchers based upon completed travel request forms for all staff and clients.
- Assist the Substance Abuse Director as needed with program projects, reporting to tribal health, Tribal Council, funding agencies, etc., in an accurate and timely manner.
- Attend and take minutes of all staff meetings.
- Prepare payment request forms, requisition forms and purchase orders for program vendors and staff reimbursements.
- Maintain a monthly expenditure report for the Substance Abuse Director.
- Coordinates with receptionist and other staff in the preparation and distribution of the monthly newsletter; any communications for events, meetings, etc. that may be part of the community participation and awareness.
- Performs other duties, as assigned by the Substance Abuse Director.

**QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):**

- Minimum of high school diploma/GED equivalency certificate; two years of college preferred; and/or
- Minimum of three (3) years of office work experience utilizing computers.
- Provide three (3) references; at least two (2) from previous employers.
- Ability to communicate effectively, have good writing skills and pay attention to details; collaborate with others, solve problems creatively and demonstrate high integrity.
- Ability to type and file; familiar with utilizing Microsoft Office software for scheduling appointments, emails, various publication projects requiring brochures, posters, etc. Comfortable using Excel Workbooks for accounting, statistics, development documents to maintain information for program, quality assurance, and program evaluation.
- Ability to bend, stoop, kneel, twist, push and pull up to 10 pounds regularly; and on occasion, may be required to lift and move items greater than 25 pounds.
- Adhere to all company policies, procedures and business ethics and confidentiality codes for Substance Abuse and Behavioral Health facilities. Failure to comply, will result in immediate dismissal.
- Must be alcohol and drug free; Lower Brule Sioux Tribe is a Drug and Alcohol Free Work Place.
- Recovering alcoholics must have one (1) year of continuing sobriety.
- **Must be able to pass a drug test and background investigation, prior to employment.**
- Must have reliable transportation, a valid SD state driver's license, and required state liability insurance.

**TO APPLY**, submit a LBS Tribal job application to:

**LBST- Human Resources Office  
187 Oyate Circle  
Lower Brule, SD 57548**

**OPENING DATE:** 05/08/2023

**OPEN UNTIL FILLED**

**REMINDER:** Please attach all job related, pertinent data to your job application i.e., training courses, college degree/transcripts, driver's license, tribal enrollment, veterans preference or any other documents you feel will help qualify you for this position. Failure to do so , may result in non-consideration for this position. You will receive credit **ONLY** for what you submit.