

# LOWER BRULE SIOUX TRIBE LOWER BRULE COUNSELING JOB ANNOUNCEMENT

**Readvertisement #2**

**JOB TITLE:** Receptionist

**JOB CLASS:** D.O.E.

**JOB SUMMARY:** Under the direct supervision of the Substance Abuse Director, and is responsible for greeting and welcoming visitors and clients to the Lower Brule Counseling Service (LBCS).

## **ILLUSTRATIVE DUTIES:**

- Greet all incoming visitors in a courteous and professional manner.
- Announce visitors/clients to the appropriate personnel via intercom/telephone.
- Screen visitors/clients, and do not allow them to enter the office, unless a staff person escorts them or counselor directs them to their office or meeting staff person is present in their office.
- Invite clients to the waiting area and offer refreshments, if the client needs to wait before meeting the appropriate person.
- Answer all incoming calls in a friendly, professional manner.
- Transfer calls promptly to the appropriate person.
- Make copies, as requested by LBCS staff.
- Responsible for all incoming and outgoing mail activities.
- Work with other program staff to assist them with projects or activities, as assigned.
- Be aware of, and comply with the Federal confidentiality laws and regulations concerning any patient in a federally assisted Chemical Dependency Program (42 CFR Part 2 SUD Confidentiality and Disclosure; HIPAA privacy rule and Privacy Act).
- May need to assist staff from other LBCS, as directed.
- Other duties as assigned.

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

**Education and Work Experience:**