

Blackfeet Nation

Blackfeet Nation Tribal Health System

Receptionist/Records Management – Human Resource

Position:	Receptionist/Records Management
Division:	Blackfeet Tribal Health System
Department:	Human Resource
Reports To:	Human Resource Director
Location:	Human Resource Department
Pay Grade:	Grade 5, \$17.97 – \$23.29
Healthcare Provider Classification	Administrative – Non-Healthcare Provider
FLSA Classification	Exempt/Full Time
Classification:	Staff/Not Security Sensitive
Biological Hazards Risk Group	NIH Risk Group 1 – Low Risk

Summary:

This position performs Receptionist and Record Management tasks for the Human Resource Department. Incumbent will answer, screen and directs phone calls to staff, takes messages. Performs a wide range of records management tasks, such as filing all personnel files, grievance files and adverse actions. Assist applicants as needs to complete the application process. Incumbent will be required to handle sensitive information and maintain strict confidentiality.

Essential Responsibilities and Duties:

1. Answer telephone, greet the public, answer general inquiries, determine the nature of business and direct callers to destination. If an individual is unavailable, take a message and deliver message to Human Resource staff.
2. Receive employment applications, check for proper completion of application, date stamp, initial, give applicant a receipt and put application in correct vacancy folder.
3. Assist with advising applicants on the importance of a complete application.
4. Assist applicants in turning in a complete application.
5. Receives and reviews Personnel Action Forms (PAF) for status changes, separation actions. Checks for proper completion of required forms and secures missing data or documents as needed, inputs data into computer.
6. Maintain tracking system for Personnel Action Forms and applications.
7. Is responsible for maintenance of all general employee personnel files, this includes all information contained in the general file including employee information such as personal data, training compensation data, I9 Forms, performance reviews or evaluations, termination data and reason.
8. Incumbent will be responsible for filing highly confidential information.
9. Completes personnel file updates every six (6) months.
10. Incumbent will assists in updating various personnel forms.
11. Incumbent will be responsible for informing Directors/Administrators when evaluations are due at 45 day and 90 day for permanent employees on probationary is status.
12. Collect mail at main Tribal Office, post to mail log and distribute to staff.

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13. Assist Human Resource staff by photocopying, faxing, typing memos, and filing when needed.
14. Must adhere to strict standards of confidentiality.
15. Work on special projects as assigned, e.g., coordination special reports, calculation employee statistics, etc.
16. Perform other duties as assigned by program director.

Relationships and Authority:

1. Works in conjunction with the other team members and tribal government.

Working Environment and Physical Demands:

1. This position is located in professional office environment with quiet to moderate noise level. This position will have frequent interruptions and a considerable amount of interaction with the general public
2. Physical capabilities: employee is regularly required to sit at desk. Duties require extensive use of computer and office equipment. Requires light physical demands characterized by sitting, walking, standing, reaching, occasional lifting of light objects and other minor physical activities. Employee must have the ability to safely pull, push, lift and carry items.
3. Mental acuity: Duties require work planning and scheduling with others and significant responsibility to accomplish assigned tasks.
4. Duties will require independent judgement and limited decision making, responsibilities in detecting and correcting routine errors or deficiencies in own work.
5. Occasional evening, weekend and overnight work may be required.

Qualifications:

Minimum:

1. High School Diploma or equivalent required.
2. One year of related experience in Records Management required.
3. Computer proficiency in Microsoft Word, Excel, and PowerPoint programs.
4. Valid driver's license required and be insurable.
5. Successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks at time of hire.

Preferred:

1. Associate Degree in Human Resource Management, Business Administration or related field
2. Two (2) years of Records Management experience.
3. One-year experience working with Native Americans or Native American organizations.
4. Knowledge and understanding of Public Law 93-638" Indian Self-Determination Act.

Preference will be given to Blackfeet Nation enrolled members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Blackfeet Nation is an at-will employer.