



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

*Cansayapi Otunwe*

---

11-14-2018

## LOWER SIOUX INDIAN COMMUNITY

### WONIYA KINI BEHAVIORAL SERVICES TRANSPORTER/ASSISTANT BILLING CLERK – JOB DESCRIPTION

**JOB TITLE:** Woniya Kini Behavioral Services Transporter/Assistant Billing Clerk  
**DEPARTMENT:** Woniya Kini Behavioral Services  
**REPORTS TO:** Social Services Director  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** 00N

#### SUMMARY:

The Transporter/Assistant Billing Clerk works under the direction of the Program Director and is responsible for the transportations arranged by the Mental Health Coordinator and the Rule 25 Assessor, implementation of office and secretarial duties as they relate to the day to day operations and functions of the facility.

#### EDUCATION AND EXPERIENCE:

Training and/or experience in basic office skills such as keyboarding, Microsoft Word and Excel, filing and transcription; excellent math and communication (both verbal and written) skills and the ability to operate general office equipment. Employees at Woniya Kini Behavioral Services must uphold a strict confidentiality regarding client and staff information.

- High School Diploma or equivalent
- Associate degree preferred
- Prior experience with claim submittals, Excel, and Word
- Detail oriented and organizational skills
- Valid Minnesota driver's license
- Maintain sober lifestyle

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Transport clients to and from mental health appointments.
- Transport clients to treatment facilities.
- Answer phone when staff is not available, provide information, forward calls and take messages.
- Responsible for mail/correspondence coming in and going out of the facility.
- Assist with organization of program materials.
- Make copies and prepare packets for program materials
- Take minutes for staff meetings.
- Help with the billing services for Woniya Kini and Social Services.
- Filing of documents provided by Outpatient Counselor and Rule 25 Assessor.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

**SKILLS KNOWLEDGE AND ATTRIBUTES:**

- Excellent oral and written communication skills.
- Ethical Practices.
- Sensitive to Native American Culture.
- Ability to maintain strict standards of confidentiality.
- Time management Skills
- Organizational Skills
- Dependability.

**DISCLAIMER:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_