



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

Lower Sioux Indian Community

Receptionist - Job Description

Title: Receptionist

Reports to: Center Supervisor

Wage: \$12.78

Summary Under the direction of the Center Supervisor, the Receptionist position will be welcoming participants and visitors to the school. They will be the first person everyone coming in will see and the receptionist will be the connection to everyone and the school. They will be answering phones, referring inquiries, and oversees the mail. Will direct visitors by maintaining employee and Lower Sioux directories and will maintain security by following procedures.

Duties

1. Ensures that the center environment is welcoming to children, families, staff, and visitors.
2. Speaks and role models Dakota language with all staff, families, and children to promote and sustain a Dakota language learning environment.
3. Answers phone at the front desk and forwards the calls to the appropriate staff person.
4. Work with ChildPlus management system to call any parents, guardians, or staff regarding attendance.
5. Work with Health/Safety/Nutrition Coordinator to implement and maintain safety procedures.
6. Must have computer skills.
7. Must have excellent communication skills.
8. Able to use UC Client.
9. Keeps the reception area neat and presentable to visitors.
10. Dresses appropriately to welcome the public and be courteous and polite at all times.
11. Must maintain confidentiality.
12. Keep updated information on community information.
13. Handout paperwork for the community events and job descriptions.

14. Regular attendance necessary.
15. Regular punctuality necessary.
16. Available and willing to work any changes in hours on the schedule at any time during employment.
17. Other duties as assigned.

Skills and Knowledge and Attributes.

- Computer Skills
- Must keep confidentiality
- Excellent Communication Skills
- Experience working in an office
- Organizational Skills

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 Tribal 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: _____