



Cowlitz Indian Tribe

DEPARTMENT OF HUMAN SERVICES JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title:	Receptionist/Billing Clerk	Classification:	Full time
Schedule:	Monday through Friday	Hours	8am to 5pm
Location:	Longview, WA	Salary Range:	Competitive
Opening Date:	April 28, 2007	Closing Date:	May 9, 2008

Position Summary: This position is the front office person providing support to the Chemical Dependency. Must be able to work independently and multi-task.

Essential Functions:

- 1) Answer phones and route calls
- 2) Prepare new patient files
- 3) Type correspondence for the courts, probation, child protective services and program related correspondence
- 4) Schedule clients
- 5) Word processing
- 6) Data entry and billing
- 7) Filing
- 8) Order program and office supplies
- 9) Billing

Minimum Job Qualifications:

- 1) High School or equivalent
- 2) Experience in medical or behavioral office preferred
- 3) Have no history or evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail résumé to: Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632