



Job Posting

Job title: Receptionist/Driver

Location: La Mesa, CA (*including Manzanita Satellite Office*)

Application Deadline: Open until filled (*Early applications encouraged*)

Compensation: Minimum of \$17.50/hour. DOE.

Benefits: **Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Regular position

Job Summary

The Receptionist performs clerical duties including answering telephones, screening calls, and taking messages; sets up and maintains files; uses computer skills to enter and maintain data; prepares correspondence and develops other routine documents; assists with events, workshops, trainings, and other program activities. Fills in for TANF Clerk when necessary, completes participant screenings, and other duties as assigned. This position will also be responsible for transportation services for TANF participants attending work participation activities. This includes picking up and driving participants to and from pre-determined locations, keeping accurate records, and performing other transportation tasks as needed.

Essential Functions

1. Answer phones, record and distribute messages, greet and direct staff and visitors with courtesy and respect.
2. Assists in the preparation of program reports, proposals, etc (*relevant to Receptionist duties*).
3. Completes TANF pre-screenings.
4. Contributes to team effort by accomplishing related tasks and/or providing staff coverage as needed.
5. Establishes and maintains filing system for correspondence, forms, reports, records, etc. (*relevant to Receptionist duties and/or as requested in the absence of Admin Assistant or TANF Clerk*)
6. General administrative and clerical support.

7. Maintains strict confidentiality of all facts of program and client records.
8. Maintains a safe and clean reception area by complying with all procedures, rules and regulations.
9. Operates a variety of office equipment, such as copier, computer, printer, fax, typewriter, calculator, etc.
10. Performs other appropriate duties as assigned by Site Manager.
11. Receives and sorts all mail and deliveries as assigned by Site Manager.
12. Reviews incoming participant Monthly Eligibility Reports for completeness and accuracy. *(as requested or in the absence of TANF Clerk)*
13. Types letters, reports, forms, etc. from rough drafts.
14. Pick up and deliver participants (including adults and children) to and from various locations, including rural/urban areas and reservations, for trainings, appointments and special activities.
15. Maintain accurate records of all trips, vehicle maintenance, mileage, persons riding in vehicle, and any incidents that occur.
16. Prepare schedules, vehicle reports and Fiscal requests.
17. Inspect company vehicles for cleanliness, safety, and potential mechanical problems daily, and promptly report any needs or issues to the Transportation Manager.
18. Update and maintain inventory of vehicle equipment.
19. Provide backup for delivery of SCTCA interoffice mail, other drivers' routes, or any other reasonable request made by the Site Manager.
20. Schedule and take vehicles in for routine service.
21. Confident driving in inclement weather and on rural roads in remote areas.

Job Requirements and Qualifications

Education: High School Diploma or GED required.

Certificates & Licenses: Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Knowledge and experience with general office systems and procedures. Good oral and written communication skills. Computer literate with ability to operate a PC and MS Office software programs, such as Word, Excel, PowerPoint, and Publisher. Requires minimum typing speed of 40 words per minute. Proven ability to work with people from diverse cultural, ethnic, and socio-economic backgrounds, especially with members of Native American communities.

Experience: One year of clerical experience desired. Experience in records and file management preferred.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects frequently weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete required background check including Live Scan and drug screening.

Other Information

In addition to the essential duties listed above the Receptionist/Driver is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Be flexible for periodic after-hours and weekends. Scheduled travel (outside of the SCTCA service area or in a different county) will be required depending on workload, workshops, trainings, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Maintain heavy paperwork and processing in a fast-paced work environment.
11. Work independently and as a team to meet timelines.
12. Be thoroughly knowledgeable of all TANF guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training support of TANF staff.
16. Travel between office sites may be requested to assist with training support/office coverage or as needed.
17. Encourage and build mutual trust, respect, and cooperation among team members.
18. Develop and maintain constructive and cooperative working relationships of trust, confidence, and good rapport with staff, administration, and program participants.
19. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work conferences, Health Fairs, Career Fairs, Graduation events, etc.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.

B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the “Careers” link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.