

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-075 **Issue Date:** 04-14-17 **Closing Date:** 04-27-17

Employment Drug/Alcohol Testing Coordinator
Human Resources
Department of Administration
Hourly Wage: \$16.05/Regular/Full-Time

Coordinates implementation of the Yakama Nation Alcohol & Drug Free Work Place Policy; administers pre-employment, random, reasonable suspicion, and on-site drug & alcohol testing and training for Yakama Nation employees. Maintains a secure and confidential records management system for employee drug & alcohol related files.

Knowledge, Skills and Abilities:

- Knowledge of YN drug & alcohol policy requirements and procedures.
- Knowledge of YN Personnel Policies Manual, Compensation Program Manual, and Supervisor's Manual.
- Knowledge of supervisory and management principles and practices.
- Knowledge of tribal administrative policies and procedures.
- Knowledge, in general, of basic civil rights relative to the work environment and employee issues.
- Skilled at interpreting drug/alcohol screening results and properly relaying the information to individual programs and departments on a business need-to-know basis.
- Skilled at being able to remain productive with minimal supervision.
- Skilled at establishing and maintaining effective working relationships with those contacted in the course of work.
- Skilled at de-escalating potentially volatile situations while delivering results and maintaining professionalism.
- Skilled at drafting, creating, and submitting documents and reports with minimal errors.
- Ability to utilize a computer and assorted software.
- Ability to communicate effectively and tactfully both orally and in written form to supervisors, employees, applicants, and the general public.
- Ability to follow chain of command established by Yakama Nation policy.
- Ability to be decisive and act quickly.
- Ability to consistently demonstrate excellent attendance skills, including showing up to work on a daily basis and in a punctual manner, while still being able to adjust daily schedule depending on the needs of clientele.
- Ability to analyze sensitive Human Resources issues or situations and apply an effective course of action in accordance with existing policies and procedures.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, Yakama Nation employees, and applicants.
- Ability to maintain strict confidentiality.

General Recruiting Indicators:

- Minimum of an Associate's degree in Business or Public Administration or related field, AND 2-years professional work experience equivalent to an Office Assistant III, -OR- any combination of education and experience that demonstrates the ability to successfully perform the functions of the position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid WA State Driver's License with ability to obtain a Yakama Nation Driver's Permit.
- Must possess a first-aid/CPR card or obtain one within 6-months of hire.
- Required to be on call 24 hours a day 7 days a week.
- Must understand the position, and consider the impact on personal lifestyle and family.
- Yakama enrolled preference.