



# QUECHAN INDIAN TRIBE

*Ft. Yuma Indian Reservation*

## HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

## POSITION DESCRIPTION

**Position:** Receptionist – WIOA/DOL

**Salary:** \$18.00 to \$20.00 Hourly Non-Exempt

**Opening:** Monday, June 1, 2026

**Closing:** Friday, June 12, 2026

### **BASIC FUNCTION:**

Under the direct supervision of the WIOA/DOL Director.

The WIOA/DOL Receptionist is responsible for assisting and supporting the WIOA/DOL Program in the daily administrative duties and operations, meetings and clerical tasks that ensure efficient operations as deemed necessary for the WIOA/DOL Program.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

### **DUTIES & RESPONSIBILITIES:**

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Provides high-level receptionist support and assistance to the WIOA/DOL Director and Staff.
- Attend scheduled meetings and take minutes, develop agendas (as requested), collate minutes, and distribute to all interested parties as deemed necessary.
- Maintain the WIOA/DOL Director calendars by scheduling and organizing regular meetings as deemed necessary by the WIOA/DOL Director and Staff.
- Greet clients and walk-ins warmly, verify appointments, and respond to basic inquiries.
- Manage phone calls, schedule appointments for the WIOA/DOL Program and maintain visitor/call logs.
- Maintain a clean, organized, and accessible reception area, restocking supplies, and ensuring client comfort.
- Operate office equipment (e.g., fax, copy machine), sort mail, and assist the Director and staff with basic administrative tasks (e.g., distributing materials), escalating complex issues

- to the WIOA/DOL Director if needed.
- Accept applications for the WIOA/DOL program and review them to determine eligibility according to established criteria.
  - Maintain confidentiality of all participant information.
  - Provide reports and information according to established timelines.

### **QUALIFICATIONS:**

- High school diploma and a combination of 5 years work experience, and education may be considered a substitute for educational preference.
- Experience in receptionist or customer service roles in workforce development or client-focused settings, with client interaction or scheduling skills, or a strong willingness to learn WIOA/DOL standards.
- Strong interpersonal, organizational, and communication skills, with a friendly demeanor for client interactions.
- Demonstrated ability to manage scheduling and client-facing tasks, with a commitment to learning WIOA-specific processes.
- Basic proficiency in Microsoft Office (Outlook, Word) for scheduling and forms.
- Current Level I Fingerprint Clearance Card.
- Familiarity with workforce services, testing processes, or commitment to developing these competencies through training.
- Proven ability to maintain a professional reception area in client-focused environments
- Must complete a pre-employment drug/alcohol testing and background check
- Valid driver's license and must be insurable by the Quechan Indian Tribe.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the WIOA/DOL Program.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl.
- Ability to operate standard office equipment, basic computer/software knowledge, clerical skills, and public relation skills.
- Ability to establish and maintain positive working relationships with employees, program participants, and the public.
- Must have a demonstrated ability to maintain confidential and sensitive information.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**1888 San Pasqual School Road**

**Winterhaven, CA 92283**

**Telephone: (928)977-2727**

**Fax: (760) 572-2961**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hradminassistant@quechantribe.com](mailto:hradminassistant@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.