

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Elderly Administrative Assistant

Department: Elderly Program - Social & Family Services

Hourly Rate: \$9.00 Part Time: 25-30Hrs/Week

Exempt: No/Hourly

Supervisor: Elderly Program Manager

Posting Date: In-House

Opens: July 23, 2020

Closes: July 30, 2020 at 4:30pm

Posting Date: Public

Opens: August 4, 2020

Closes: August 18, 2020 at 4:30pm

Posting Date: Public

Opens: September 8, 2020

Closes: September 22, 2020 at 4:30pm



Summary: The Elderly Administrative Assistant position provides office support duties for the Elderly program and assist with Nutrition program. Administrative Assistant will be expected to maintain the billing and satellite account on all Elderly program accounts; answer telephone calls and relay messages to appropriate personnel; type, copy, and distribute materials for the program; expect to work in a team environment and conduct meal runs to a targeted area.

Essential Duties and Responsibilities include the following.

- Will answer the telephone, take messages, direct and assist public regarding program.
- Will type correspondence, distribute mail, establish and maintain all files.
- Assist in preparing purchase orders and vouchers for program expenditures.
- Maintain and implement satellite account on all Elderly accounts
- Will help the cook on organizing meal counts and food prep when necessary.
- Will maintain supplies for program and building
- Assist with the scheduling of vehicle repairs
- Transporting elders, when necessary.
- Will assist elders with appropriate requests as needed.
- Will assist scheduling for recreational and special activities.
- Will conduct meal runs to targeted area.
- Will maintain confidentiality in strict accordance with the Privacy Act.
- Will attend required meetings, training and obtain needed recertification's required by program.
- Any other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent is required.

Must take the Food Handlers Safety Class and pass within six (6) months of employment.

Preferred:

Administrative Assistant degree is preferred.

Other Skills and Abilities:

Required:

This is a required driver position, must hold a valid driver license and meet eligibility for tribal insurance.

Must possess knowledge of office methods and procedures, including operating office machinery, knowledge of computer including word-processing software; copy machine and calculator

Must be reliable, hardworking, with excellent customer service skills.

Must possess knowledge of and maintain **strict compliance** with the Privacy Act and Tribal Confidentiality Policy.

Must be willing and able to attend program-related training.

The ability to multi-task is necessary to maintain the regular daily schedule within this department and the ability to follow directives well.

Must possess the ability to relate well with the public and fellow employees with objectivity and courtesy, and customer service skills are required.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

Reasoning Ability:

Must be able to relate to elderly participate with objectivity and courtesy.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary work with some walking and standing required. Position may require standing for extended periods of time, some bending, stooping and lifting up to 50 lbs. on occasion.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to inside and outside work. The noise level is usually moderate.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov