

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Executive Administrative Assistant
Department: Health and Wellness Center
Hourly Rate: \$15.00-\$17.50 **Full Time:** 40Hrs/Week
Exempt: No/Hourly
Supervisor: BRHWC Administrator/Assistant Administrator
Posting Date: Public
Opens: November 18, 2021
Closes: December 6, 2021, at 4:30 pm



Summary: The Executive Administrative Assistant is responsible for performing a wide variety of office support duties for the BRHWC Administrator(s). This position will assist with correspondence, meeting minutes, ordering supplies, maintaining an efficient & effective recordkeeping system, copying, faxing, and scheduling.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- The Executive Administrative Assistant will interact with staff and the public in a courteous, professional manner.
- Maintain an effective and efficient recordkeeping system.
- Assist with correspondence, memos, flyers, and reports as needed.
- Copying, filing, faxing, and scheduling meetings.
- Take meeting notes/minutes for various meetings as requested including but not limited to Department Head meetings, Medical Staff meetings, and prep for Health Advisory Board meetings and Tribal Council meetings.
- Take on special projects as assigned by clinic administration.
- Arrange travel accommodations as needed.
- **Must maintain confidentiality and professional ethics at all times by complying with HIPAA, Privacy Act, and other laws pertaining to privacy in a health care setting.**
- Understand and be sensitive to the culture of the Bad River Tribe and its community.
- Responsible for duties related to documentation of clinic medical and behavioral staff licensure verification and expiration dates notices.
- Assist any/all clinic departments as requested and approved by clinic administration.
- Assist billing/PRC enrollment as needed.
- Assist with updating the clinic's website and social media posts as directed.
- Attend training as deemed necessary.

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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High School Diploma or equivalent
- Must have knowledge and experience with computers, current software applications, and electronic recordkeeping
- Must have excellent customer service skills when interacting with colleagues and the public

Preferred:

Certificate or Associate of Arts degree in office management, business, or related field especially in a health care setting.

Other Skills and Abilities:

Required:

- **Valid Driver's License—Must meet requirements of Tribal Driver's Insurance**
- Must have excellent organizational skills
- Must be able to multi-task
- Must possess excellent communication skills both orally and written
- Must have experience in working with office equipment
- Must be proficient in Microsoft Office
- Must be willing to attend training as directed
- Must be able to work independently

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Excellent communication skills oral and written, listening to a client is key to the success of this position.
- Experience working with the public and demonstrating customer service skills.
- Experience with letter and memo formatting,
- Excellent keyboarding skills.

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. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

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 normally 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