

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Administrative Assistant
Department: Social and Family Services, Zhawenindig Program
Hourly Rate: \$13.00 **Full Time:** 40Hrs/Week
Exempt: No/Hourly (Subject to grant funding)
Supervisor: Crime Victim Coordinator



Posting Date: In-House

Opens: September 14, 2021

Closes: September 20, 2021, at 4:30 pm

Posting Date: Public

Opens: September 21, 2021

Closes: October 6, 2021, at 4:30 pm

Posting Date: Public

Opens: December 15, 2021

Closes: Open Until Filled

Summary: The Administrative Assistant is responsible for performing a wide variety of office support duties for the Victim Assistance Program. This position is key to demonstrating customer service skills at the front desk, promoting a positive reflection for the Victim Assistance Program. This position will accurately keep a scheduled appointment calendar for service providers. This position will assist with organizing, coordinating, and implementing cultural activities to promote victim healing.

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

- The Administrative Assistant will work with staff, clients, and the general public courteously and professionally while adhering to strict confidentiality as it relates to the Privacy and Tribal Confidentiality Policy.
- This position provides regular receptionist duties,
- Department inventory and maintaining a record of fixed assets,
- Ordering supplies,
- Typing correspondence, memos, and reports.
- Responsible for sorting and distributing mail.

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 and 7 Grandfather Teachings is preferred for this position. 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 required.
- Excellent oral and written communication skills are required, especially telephone customer service skills; knowledge of computers, including word-processing software including Excel.
- Must have understanding in trauma-informed care.

Preferred:

- Experience with budgets/satellite account systems is preferred.
- An Administrative Assistant Certificate or two (2) year Associates Degree in Office Management preferred.

Other Skills and Abilities:**Required:**

- This is a required driving position.
- This is a drug and alcohol-free position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Due to the nature of this position excellent attendance is required.
- 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 the program and the ability to follow directives well.
- Must possess the ability to relate well with the public and fellow employees with objectivity and courtesy.
- Customer service skills are required.
- Must be able to handle high-stress/sensitive situations that may arise within the building or with clients over the phone.
- Excellent typing skills and knowledge of formatting various correspondences such as letters, memos, reports, etc. are necessary.

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.

Reasoning Ability:

The ability to problem-solve and assist during stressful situations will be necessary.

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. Sedentary work with 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 may be moderate to loud.

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