

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Elderly Administrative Assistant/Transportation

**Department:** Social and Family Services, Elderly Program

**Hourly Rate:** \$12.00-\$13.00

**Full Time:** 32-40 Hours/Week

**Exempt:** No/Hourly

**Supervisor:** Elderly Program Manager

**Posting Date:** Public

**Opens:** April 5, 2022

**Closes:** Open Until Filled



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**Summary:** The Elderly Administrative Assistant position provides office support duties for the Elderly and assists with the Nutrition program. The 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. Other duties may be assigned.

- Will answer the telephone, take messages, direct, and assist the public regarding the program.
- Will type correspondence, distribute mail and establish and maintain all files.
- Assist in preparing purchase orders and vouchers for program expenditures.
- Maintain and implement satellite accounts on all Elderly accounts
- Will help the cook with organizing meal counts and food prep when necessary.
- Will maintain supplies for the program and building
- Assist with the scheduling of vehicle repairs
- Transporting elders when necessary.
- Will assist on various trips, but not limited to local medical, and shopping trips.
- Will assist elders with appropriate requests as needed.
- Will assist with scheduling recreational and special activities.
- Will conduct meal runs to the targeted area.
- Will maintain confidentiality in strict accordance with the Privacy Act.
- Will attend required meetings, and training and obtain needed recertification required by the 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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform 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:**

- An administrative Assistant degree is preferred.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position, one must possess a valid driver's license, and meet eligibility for tribal insurance.
- Must possess knowledge of office methods and procedures, including operating office machinery, knowledge of computers including Microsoft software, copy machine, and calculator.
- Must be reliable, hardworking, and 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 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, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Language Skills:**

- Strong computer skills.

**Reasoning Ability:**

- Must be able to relate to elderly participants 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 essential functions. Must be physically able to perform all job duties. Sedentary work with some walking and standing required. Position may require standing for extended periods, 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 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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)