

# 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:** Head Start/Early Head Start Administrative Assistant

**Department:** Education, Head Start/Early Head Start

**Hourly Rate:** \$11.00

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Assistant Head Start/Early Head Start Director

**Posting Date:** In-House

**Opens:** April 13, 2022

**Closes:** April 20, 2022, at 4:30 pm

**Posting Date:** Public

**Opens:** April 21, 2022

**Closes:** May 6, 2022, at 4:30 pm

**Posting Date:** **Public**

**Opens:** **May 19, 2022**

**Closes:** **Open Until Filled**



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**Summary:** The Head Start/Early Head Start Administrative Assistant is responsible for performing a variety of secretarial duties on a day-to-day basis.

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

- Greet visitors/parents in a professional and courteous manner.
- Maintain a clean and organized reception area.
- The Administrative Assistant's primary responsibility is to maintain a satellite accounting system for program grants and contracts; and to develop an in-kind contribution record-keeping system.
- The satellite accounting system will include preparing the program vouchers and purchase orders. and maintain a record-keeping system - utilizing a computer program.
- The Administrative Assistant is responsible for an overall record-keeping system for program contract files, correspondence, and personnel files according to tribal, federal, and state laws.
- The Administrative Assistant will also meet monthly with the Contracts/Grants Compliance Officer to review records.
- Will be responsible for typing correspondence, memos, monthly calendars, and reports as necessary.
- Copying and collating materials as assigned by supervisor.
- Maintain a central message system for the entire program such as receptionist duties - telephone calls from vendors, parents, and providers; take messages. maintain a message board; retrieve and sort mail.
- This position will maintain office supply inventory to include restocking.
- Assist with entering data in the child plus system.
- Will always maintain confidentiality.
- Promote use of and speaking Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start services for children and families.

**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 its equivalent

**Preferred:**

- Minimum one (1) year of work as a receptionist/secretary experience.
- A Secretarial certificate or Associate of Arts Degree.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position, must possess a valid driver's license and meet eligibility for tribal insurance
- Knowledge of office methods and procedures, including operating office equipment
- Proficient computer skills with current knowledge of Microsoft programs
- Punctual with strong attendance history
- Telephone Skills
- Verbal Communication, listening, and Customer Focus
- Must be able to work with a diverse population and provide cultural sensitivity.
- First Aide, Tot CPR, and Shaken Baby Syndrome are mandatory as well as Mandated Reporter training, which can be provided by the program.
- Will be subject to Tuberculosis testing.

**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:**

Experience working with children

**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 some walking, standing, bending, stooping, and occasional lifting up to 50lbs 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](mailto:HRmanager@badriver-nsn.gov)

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