

# 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:** Head Start  
**Hourly Rate:** \$12.50/hour  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Head Start/Early Head Start Director  
**Posting Date:** Public  
**Opens:** May 19, 2022  
**Closes:** Open Until Filled



---

**Summary:** The Bad River Head Start/Early Head Start Administrative Assistant is responsible for performing a variety of office support duties on a day to day basis.

**Essential Duties and Responsibilities** include the following.

- The Administrative Assistant primary responsibility is to maintain a satellite accounting system for program grants and contracts; and develop an in-kind contribution record keeping system. The satellite accounting system will include preparing the program vouchers, 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.
- Will 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.
- Will always maintain office supply inventory to include restocking. Greet visitors/parents in a professional and courtesy manner.
- Will maintain a clean and organized reception area.
- Will assist with entering data in ChildPlus system.
- Will be always a positive role modeling.
- Will always maintain confidentiality.
- Will attend program related training and perform other duties as assigned by supervisor.
- Will [promote use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start services for children and families.
- 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 a minimum requirement.

Must possess working knowledge of office equipment, computer software programs, and ability to perform customer service skills.

Must have working experience in maintaining a record keeping system and possess keyboarding skills.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must be able to work with a diverse population, possess strong telephone skills, as well as interpersonal skills; ability to provide cultural sensitivity. Working experience in maintaining a record keeping system and possess keyboarding skills. First Aid and TOT Saver CPR, and Shaken Baby Syndrome is mandatory and will be provided by the program.

**Background Check:**

This position is contingent on ability to pass required security background check. Must pass a Care Giver Background check regarding working with children and/or elderly. Must pass a required driver check regarding driving under the tribal insurance.

**Physical Demands:** The physical demands described here are representative of those that must be met 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, standing, stooping required. Occasional lifting up to 50 lbs. Will be subject to tuberculosis testing.

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

Subject to inside and outside conditions. Noise level is 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)