

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-22-113

Closing Date: Open until filled



POSITION TITLE: Administrative Assistant (Temporary)

DEPARTMENT: Environmental Health and Safety

Position Summary:

Under general supervision of the Environmental Health Manager, the Administrative Assistant provides comprehensive administrative support for the day-to-day operations of Office of Environmental Health and Safety. Provides administrative and clerical support. This function entails performing duties and assignments thoroughly and efficiently while promoting exemplary customer service. Uphold the principles of WIHCC's Mission, Vision, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Responsible for accurate time keeping through company time sheet system.
- Demonstrates excellent customer service skills in the workplace.
- Maintains the fundamental essence of Hozhojii doo K'ee in the workplace in accordance with WIHCC Vision, Mission, and Values Statements.
- Maintains open communication skills with co-workers and supervisor(s).
- Reports questionable or unusual occurrences when encountered to direct supervisor.
- Familiarize with basic duties and assignments and develops self-starter routine to avoid disruption of Environmental Health Services.
- Works collaboratively or independently in alignment with the Office of Environmental Health staff to achieve optimum outcomes for the Winslow Indian Health Care Center (WIHCC) and its service area.
- Maintains up-to-date documentation on such trainings and other pertinent information.
- Creates flyers, brochures, etc., on training dates, times, locations and other pertinent information for WIHCC service communities.
- Maintains inventory of all car seats and plans for future needs and reorders equipment to assure adequate in-stock inventory in WIHCC-OEH storage.
- Proficient with accessing and researching the WIHCC electronic policies and procedures via website to clarify questions or concerns.
- Performs receptionist duties by greeting visitors and telephone calls to determine the nature of the visit and to refer to the appropriate staff.
- Performs a variety of clerical tasks such as typing, filing, mailing and other duties as assigned.
- Responsible for entering procurement requests into the Oracle Financial System for OEH/Safety by adhering to Finance Policy and Procedure.
- Responsible for monitoring department budget and creates monthly budget updates for reporting to Environmental Health Manager.
- Responsible for monitoring routine office supplies and for maintaining adequate inventory for the day-to-day office operation.
- Maintains conference room schedule for FHT and assures distribution of this information for WIHCC service population on a quarterly schedule.
- Maintains files related to services provided with specific information, schedules appointments as directed, and performs other scheduling to facilitate seamless department operation.
- Prepares quarterly and annual departmental reports from data supplied by OEH/Safety staff and from incumbent's compiled data in matrix form.
- Participates in rotation to provide administrative coverage for switchboard as assigned.
- Participates in administrative assistants meetings as outlined in WIHCC's Assignment of Office Automation Functions Policy and Procedure.

- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Presents and maintains integrity, dependability, and responsible characteristics at all times.
- Possesses cultural awareness and sensitivity to the general public and community members.
- Develops to advance skills, knowledge, and academic achievements to further work experience and successful outcomes while working towards greater work responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications:

Associates Degree in Business or related field or 60 college credit hours and two years of secretarial or administrative capacity required. Must demonstrate proficiency with oral and written communication skills including knowledge of grammar, spelling, and punctuation. Excellent customer service skills required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of office management principles, methods, and procedures to complete work assignments.
- Knowledge of principles, problems, and methods of public and business administration to complete work assignments.
- Knowledge of organization, personnel, and fiscal management to complete daily work assignments.
- Knowledge of the department mission, goals, and objectives to carry out assignments.
- Knowledge of travel rules and policy to complete travel documents (e.g., travel advances, arrangements, travel expense claims).
- Knowledge of sorting and filing techniques and records retention policies and schedules to maintain accurate records.
- Knowledge of personnel policies and procedures including departmental policies and procedures and how to access via electronic files.
- Knowledge of Injury Prevention principles.
- Knowledge of biological sciences sufficient to understand the basic concepts, principles, methods, and techniques of environmental health and injury prevention.
- Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments (e.g., and personnel related issues, projects).
- Ability to monitor departmental programs to determine conformance with administrative policy.
- Ability to remain professional when dealing with internal and external customers.
- Ability to track and monitor pertinent activities (e.g., policy and procedures, program changes, critical correspondence) in an organized fashion to keep the office running efficiently.
- Ability to research travel options using the phone and internet to secure travel arrangements for co-worker.
- Ability to have a basic understanding of food sanitation and vector control as well as basic knowledge of the principles, methods and techniques of general environmental health is a must.
- Ability to manage and prioritize multiple assignments.
- Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions, which may impact pre-established timelines and courses of action for completing projects and assignments.
- Ability to maintain accuracy and attention to detail when completing multiple assignments.
- Ability to identify information, materials, and resources needed to complete a project or assignment.
- Ability to work under pressure and perform multiple tasks to meet constant deadlines.
- Ability to work with diverse individuals to collect the necessary information and adjust to a diverse working environment.
- Ability to perform basic recordkeeping, statistics and data processing, including the use of common spread sheets and word processing.
- Ability to work with Tribal, Federal, State and local agencies and organizations.
- Ability to clearly communicate ideas and information orally to various level of audiences.
- Ability to work with Microsoft applications.
- Ability to work independently and be highly motivated, organized, and efficient.
- Ability to establish and maintain cooperative working relationships with management, staff, and internal and external customers.
- Ability to act as a liaison on behalf of the department when interacting with management, staff, internal and external stakeholders to provide program specific information, answer questions, and address issues/problems raised.

- Ability to data mine information for reporting purposes.
- Ability to use electronic mail software to communicate with various audiences on matters related to various project and program issues.
- Skills in technology, communication, organization, time management, technical oversight, problem-solving, and planning, etc.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed both in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.