

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-22-79

Closing Date: OUF

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**POSITION TITLE: Administrative Assistant**

**DEPARTMENT: Housing**

**Position Summary:**

Under general supervision of the Housing Manager, the Administrative Assistant performs a variety of administrative and support clerical duties and tasks associated with supporting a division. Assures that all clerical and administrative support work is coordinated and accurately completed. Upholds the principles of WIHCC's Vision, Mission, 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.
- Maintains open communication, communication is essential to complete daily task, duties and responsibilities to provide effective quality services and customer services.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Types and prepares various correspondences, reports, manuals, tables, meeting minutes for department or division meetings.
- Reviews, coordinates and prepares outgoing correspondence and reports ensuring accuracy and timeliness.
- Screens calls and visitors for the department or division, referring to appropriate staff as needed.
- Compiles, organizes and tracks program data which may include statistical information in support of the organization's program operations.
- Enters information into a variety of automated tracking systems and maintains program specific data to track items such as project milestones, progress reports, funding and expenditure data.
- Serves as the point of contact for scheduling meetings for conference locations. Schedules appointments, itinerary, coordinates meeting(s), and schedules conferences.
- Maintains and orders supplies and equipment(s), processes requisitions timely and/or tracks work orders.
- Maintains files, including database management and filing.
- Establishes and maintains an effective filing and retrieval system.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Assists in the preparation of purchase orders and contracts.
- Assists with invoicing and collections of housing rental payments from tenants.
- Assists with verification and authenticate daily monetary bank deposits and/or ACH payments deposit.
- Reviews and prepares authorization for payment of invoices and timely follow through to appropriate departments, such as Finance and CEO as needed.
- Maintain and competently navigates and utilizes financial system of institution for monitoring of the department's budget and enters purchase orders accurately.
- Reviews and maintains appointment calendar.
- Coordinates meetings including room reservations, participant notifications and confirmations.
- Schedules appointments and makes arrangements for conferences without prior clearance, assembles background materials for supervisor and prepares reports of the proceedings.
- Accurately prepares appropriate travel arrangements for Manager and assists staff members for travel and training issues related to official business.
- Prepares documents for reimbursement of travel expenses.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.

- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Associate's Degree in Business or related field or 60 college credit hours and two years of secretarial or administrative assistant experience. 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 strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of Microsoft Professional Office applications, in addition to new applications/software as acquired.
- Knowledge with Maintenance Tracking Software, Nuvolo, of preventative maintenance, work orders, bi-annual inspections, asset tagging for inventory.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times written or verbal.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure at all times.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Ability to work under the pressure, multitask and meet constant deadlines while maintaining attention to detail and accuracy.

### **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 25 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment 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.**