

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-23-133

Closing Date: Open until filled



POSITION TITLE: Administrative Assistant

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Nurse Executive, the Administrative Assistant serves as the secretary and personal assistant to the Nurse Executive and 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.
- Types and prepares various correspondence, reports, manuals, tables, and meeting minutes for Division of Nursing meetings as well as any additional WIHCC Health Promotion teams.
- Receives all incoming correspondence to Nurse Executive.
- Reviews, coordinates and prepares outgoing correspondence and reports ensuring accuracy and timeliness.
- Provides administrative and clerical assistance to other Division of Nursing departmental programs, such as Women's Health, Infection Control, etc.
- Screens calls and visitors for the Nurse Executive and Division, referring to appropriate staff as needed.
- Reviews and maintains appointment calendar for Nurse Executive.
- 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.
- Prepares accurate and appropriate travel arrangements and assists nursing staff members for travel and training issues related to official business.
- Prepares documents for reimbursement of travel expenses.
- Assists in maintaining all professional nursing licenses for the Division of Nursing, CEUs, and/or certifications in accordance to State Board of Nursing requirements and AAAHC standards.
- Assists in verification of licensures of all professional nursing staff.
- Requires completion of tasks or duties assigned by a supervisor.
- 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 WIHCC's 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:

Associates Degree in Business or related field or 60 college credit hours and two years of Secretarial or Administrative Assistant experience 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to work under pressure, multitask and meet constant deadlines while maintaining an attention to detail and accuracy.
- 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 effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- 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.

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 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.