

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-156

Closing Date: Open until filled



POSITION TITLE: Administrative Assistant (Temporary)

DEPARTMENT: General Services

Position Summary:

Under general supervision of the Director of General Services, performs a variety of administrative and support, complex clerical/secretarial duties, coordination of contracts processing and office tasks, follow up on orders, vendors, and resolving issues. Assures that all clerical/secretarial and administrative support work is coordinated and accurately completed in a timely manner. 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.
- Draft to final, variety of written correspondence to include email, memorandums, letters, narratives, reports including statistical reports.
- Schedules, maintains and sends out reminders of meetings for conference room requests, teleconferences, WebEx, etc. Coordinates meetings including room reservations, participant notifications and confirmations.
- Answers telephone, assists callers by providing information, directions, or reference for further assistance.
- Assists with maintaining organizational department standard policies and procedures, follows procedures.
- Reviews and prepares authorization for payment of invoices for professional services, supply requests, etc. with appropriate and timely follow through. Navigates and utilizes financial system for monitoring of the Division's budget and enters purchase orders accurately and in a timely manner.
- Assists with contract closeouts, including preparing final invoice and closeout documents as required by the contract.
- Prepares accurate and appropriate travel/training arrangements for staff adhering to GSA and WIHCC guidelines. Finalizes documents upon staff return (e.g. reimbursement of travel expenses).
- Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc.; proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Provides administrative and clerical assistance to departments within General Services (e.g. Equipment, Fleet, Inventory Management, Supply, Material handlers, NEMT, Operators/Switchboard) including budget management, travel requests, supply/equipment requests, preparation of quarterly reports.
- Acts as a liaison with other departments and outside agencies, including high-level staff. Handles confidential and non-routine information and explains policies when necessary.
- 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:

High School Diploma or GED. Two years of secretarial or administrative assistant experience required. Related college-level coursework or continuing education through trainings is desirable. Notary Public or ability to become one. 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 basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of administrative support practices and techniques.
- 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.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to handle and resolve issues using advanced conflict management 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.
- Ability to work under the pressure, multitask and meet constant deadlines while maintaining an 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.