

Dilkon Medical Center

Job Vacancy Announcement #DDH-24-25

Closing Date: Open Until Filled



POSITION TITLE: Executive Administrative Assistant

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Chief Nurse Executive, serves as the executive assistant to the Chief Nurse Executive or designee and assures that all secretarial and administrative support work is coordinated, monitored, and accurately completed. Upholds the principles of Winslow Indian Health Care Center, Inc. ("WIHCC") 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, and tables for Division of Nursing meetings as well as any additional WIHCC teams or committees.
- Handles information which may be of a confidential and/or sensitive nature.
- Organizes, maintains, and updates administrative files, records, logs, databases, etc.
- Prepares necessary meeting materials including agenda items, conference room, audio visual and other needed services.
- Attend meetings with the Nurse Executive team, administers the meeting via Zoom or other online meeting platform, manages PowerPoint presentations, and takes meeting minutes throughout the duration of the meeting.
- Coordinates meetings including room reservations, participant notifications and confirmations.
- Communicates effectively with personnel, Executive Team, board members, other health care professionals, and patients.
- Receives all incoming correspondence to Chief Nurse Executive and Associate Chief Nurse Executive.
- Reviews, coordinates and prepares outgoing correspondence and reports ensuring accuracy and timeliness.
- Provides administrative and secretarial assistance to other Division of Nursing departmental programs, such as Women's Health, Infection Control, etc.
- Screens calls and visitors for the Chief Nurse Executive and Division, referring to appropriate staff as needed.
- Assists in the preparation of purchase orders and nursing recruitment/retention contracts.
- Reviews and prepares authorization for payment of invoices for professional contract nursing services with appropriate and timely follow through to appropriate departments, such as Finance and CEO as needed.
- Navigates and utilizes financial system for monitoring of the Division's budget and enters purchase orders accurately.
- Utilizes Departmental P-Card and reconciles monthly expenses with accuracy and timeliness in accordance with WIHCC policy and procedure.
- Reviews and maintains appointment and meeting calendar for Chief 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 in a timely manner.
- Assists Nursing Education 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 the Nursing Education in verification of licensures and required certifications of all nursing staff.
- 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, respectful, 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 or greater experience of secretarial or administrative Assistant experience required. A minimum of one year of progressive secretarial or administrative assistant experience supporting an executive/director 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 and proficiency of MS Outlook, Word, Excel, and 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, to include meeting minutes (draft to final).
- 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.