



Dilkon Medical Center

Job Vacancy Announcement #DDH-23-75

Closing Date: Open until filled

POSITION TITLE: Administrative Assistant

DEPARTMENT: Nutrition and Food Services

Position Summary:

Under general supervision of the Food Service Manager, the Administrative Assistant assist the Food Service Manager. Performs administrative tasks, maintain requisitions, acquisitions, employee travel/trainings, employee development documentation, Hospital Accreditation Standards Survey Records, assisting food service employees with computer automation, food and non-food budget related processes. 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.
- Ensures all WIHCC and Hospital Accreditation agency and other regulatory requirements governing the food service department are met; OEH, USDA, FDA, and UNSDS.
- Receives and routes incoming and outgoing materials such as controlled or routine correspondence, reports, memoranda, and other forms of written communication.
- Performs office automation preparing correspondence, forms, and reports; technical material, graphs, and charts etc.
- Maintains appointment and meeting schedule for the Food Service Manager, and senior staff members.
- Prioritizes administrative duties, work objectives, planning, organizing time and steps to maximize outcomes.
- Works closely with the Food Service Staff, Food Service Food Service Management, Health Technicians, and Clinical Dietitians to accomplish the goals and objectives of the department.
- Coordinates meetings, conferences and prepares meeting minutes.
- Receives and responds to inquiries and answers procedural questions about the Food Service Department and common work practices or policies.
- Assists purchasing supplies and equipment for department.
- Establish and maintain filing system for food service management documents.
- Develops methods and procedures for office tasks, and identifies and resolves problems in existing methods or procedures.
- Maintains a professional working atmosphere in food service functions, mission, and with representatives of the other departments or food service vendors.
- Coordinate and advise on work efforts or to resolve operating problems.
- Assist orientating new employees, students, and volunteers.
- Monitor and maintain a safe working environment for all employees. Observing sanitation and providing supplies for hand washing, personal protective equipment (PPE); gloves, goggles, face shield, apron etc.
- Maintains data/documentation required for the Hospital Accreditation, Infection Control, Office of Environmental Health, I-Star and assists with data collections, as needed.
- Initiates and submit work orders as problems are identify with food service equipment, food services area and utilities.
- When required assist the diet office answering phone calls and documents data for patient diet orders, food preference and nutrition screening.
- Works semi independently with written and oral guidelines.
- Follows instructions in guidance with the policy and procedures.
- 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 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 basic correspondence procedures.
- Knowledge of basic administrative activities; timekeeping, travel & training, maintaining and disposition of records, acquisitions, purchasing and finances.
- Knowledge of proficient grammar, punctuation and spelling.
- Knowledge of basic calendar and meeting management.
- Knowledge of basic entering, store, retrieve and print information and prepare correspondence, reports, and other written documents.
- Ability to type 45 words per minute.
- 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 a Kitchen 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, hot liquids, sharp cutting blades, hot and cold working surfaces, extreme temperature changes, humidity, slippery floors, and enclosed areas. 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.