

ADMINISTRATIVE ASSISTANT

Position Description

Department:	Administration
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To (Title):	Chief Executive Officer
Classification:	Non-Exempt
Effective Date:	May 2, 2022
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Administrative Assistant perform administrative tasks associated with maintaining and supporting the work performed within the CBNHC such as reviewing incoming documents, conducting research, and preparing reports. Performing technical administrative tasks in the areas of correspondence management; data collection, and tracking information; calendar and meeting management; serving as a Point of Contact for the CBNHC; and performing specialized office tasks in support of the departments, and for procurement of equipment and supplies.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Provide administrative and office support for administrative programs including development and preparation of memorandums, department reports, statistical data charts, and assist in drafting grants, board presentations, and budget preparations.
- Serves as point of contact regarding administrative matters for the organizational unit.
- Performs a wide variety of administrative tasks associated with maintaining and supporting the work of the organization.
- Maintain appointment and meeting schedule for the supervisor and those of other senior staff members.
- Serve as point-of-contact for scheduling meetings and making reservations for conference rooms.
- Receive, screen, and direct calls and visitors from within and outside the immediate organizational unit.
- Coordinates all catering orders for the organization.
- Arrange and prepare documents for the Health Board of Director meetings.
- Continuously look for ways to improve the procurement function.
- Handle incoming and outgoing mail including mail run to Postal Service.
- Arrange travel and/or transportation for office personnel.
- Prepare memos, invoices, or reports and edit documents.
- Work with vendors to obtain product quotes.
- Maintain databases and filing systems.
- Negotiate with vendors, buy supplies, and manage the organization’s office supplies, order merchandise, and equipment.
- Set up and use videoconferencing and other office equipment.
- Performs other duties as assigned.

ADMINISTRATIVE ASSISTANT

Position Description

MINIMUM MANDATORY QUALIFICATIONS

Experience

- One (1) year experience as an Administrative Assistant or related job duties.

Education

- High School Diploma

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities.
- Must present a positive appearance, maintain a professional demeanor and provide exceptional customer service.
- Strong working knowledge of computers and software applications.
- A team player with excellent communication, interpersonal skills and multi-tasking skills.
- Must be able to make independent decisions on a daily basis, addressing the best way to handle specific tasks.
- Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times.
- Must collaborate with other administrators and support personnel, management and clients on a regular basis.
- Must have good organizational skills to manage diverse responsibilities.
- Must be able to maintain confidentiality at all times.
- Must have exceptional grammar skills including spelling, punctuation, sentence structure and writing.
- Must be proficient writing with a variety of styles, from creative to professional to technical and more.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Associate's degree in Business Administration or related field.
- Two (2) or more years of experience in a healthcare setting.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

ADMINISTRATIVE ASSISTANT

Position Description

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Berlin Rodriguez at (505) 908-2307 ext. 119

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.