



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To’Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

**Student Internship - Administration**  
Position Description

<b>Department:</b>	Administration
<b>Job Code:</b>	
<b>Pay Range:</b>	\$13/hour
<b>Hours/Week:</b>	25 hours/week
<b>Position Type:</b>	Student Intern, Temp

<b>Reports To (Title):</b>	HR Director
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	December 26, 2023
<b>Revised Date:</b>	

**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.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

**POSITION PURPOSE**

The purpose of this program is to provide practical experience, establish a professional network, and provide broad exposure to our organization and the healthcare industry to prepare high school students identify their future career. This position will assist the Executive Administrative Assistant and Patient Services Department while receiving mentorship and professional development.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Answer the telephone and take messages or forward calls.
- Listen to voicemail and making notes to document the details.
- Schedule and confirm appointments and maintain calendars.
- Greet customers, clients, and other visitors as they enter the building.
- Direct or escort visitors to their destinations.
- Inform other employees of visitors' arrivals or cancellations.
- Copy, file, and maintain paper or electronic documents.
- Handle incoming and outgoing correspondence.
- Assist in ensuring assigned areas are equipped with all necessary supplies.
- Sort mail, and keep mailroom organized.
- Accept letters and packages, and distribute them to their appropriate departments.
- Write and present a final paper regarding experience and lessons learned during internship.
- Performs other duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

Education:

- Current college/post-secondary education student (must be at least 18 years of age).

Skills, Abilities, Other Qualifications:

- Display a positive attitude and eagerness to learn



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- Work well in teams or individually
- Proficiency in verbal and written communication
  
- Ability to demonstrate professionalism, attention to detail, and strong work ethic
- Trustworthy and strong commitment to maintaining confidentiality
- Ability to perform other duties as assigned

## **PREFERRED QUALIFICATIONS**

- Bilingual skills in English and the Navajo native language
- Interest in healthcare administration or the medical field

## **WORK ENVIRONMENT**

**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. 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 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.

## **OTHER**

- All employees must uphold all principles of confidentiality, HIPAA and patient 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**

- Hiring immediately!
- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application (resume not required, but encouraged) to one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto: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



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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.