



TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

ADMINISTRATION ASSISTANT - MAINTENANCE

Program: **Administrative Assistant** *Salary:* **\$36,720 – 49,458**
Supervisor: **Lead Maintenance/Safety Officer** *Salary Range:* **4**
FLSA Status: Exempt Non-Exempt *Position Type:* **Regular Full-Time**
TIHP Board Approved:

POSITION DESCRIPTION

The Administrative Assistant will provide clerical and administrative support to the Lead Maintenance/Safety Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Under general direction, performs responsible clerical duties which requires a variety of administrative and office skills for the Lead Maintenance/Safety Officer.
- Takes minutes and types confidential and sensitive correspondence including memos, proposals, reports, documents, etc.
- Reviews outgoing correspondence with supervisor's signature for compliance with current TIHP and/or federal regulation policies. Ability to gather, compile, summarize and disseminate data on a variety of subjects.
- Responsible for maintenance and supervision of all administrative files including organizing and maintaining office procedures to ensure a smooth flow of paperwork.
- Screen correspondence and appointment requests.
- Arrange meetings as directed by supervisor including location and personnel to be included, ensure all materials are ready for said meetings. Make necessary adjustments in any scheduled time, meeting place, etc.
- Proficient in searching files and reports, locating and recording data pertinent to supervisor's immediate activities.
- Coordinating special projects as assigned.
- Perform other job-related duties as assigned

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School diploma or equivalent.

- One-year general office experience with computer data entry in Office Applications.
- Must be able to work independently, exercise initiative, tact and good judgment in administrative matters.
- Must communicate effectively using good verbal and written skills, observing confidentiality in the retention and dissemination of privileged information.
- Have knowledge of office terminology procedures, routines and equipment, including accurate computer applications, i.e., Windows, Microsoft Word, etc
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bi-Lingual/Spanish Speaking

ALL TIHP EMPLOYEES ARE EXPECTED TO:

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are

representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file and copy given to employee.

EMPLOYMENT INFORMATION

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

EQUAL OPPORTUNITY EMPLOYER: TIHP does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

HIPAA Health Insurance Portability and Accountability: This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

DRIVING RECORD: Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

BACKGROUND CHECKS: All employees must be able to pass a background check per Toiyabe's Background Check Policy.

Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.