

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Community Health Administrative Assistant
Department: Health
Reports to: Community Health Manager
Salary Level: \$15.98 to \$22.37 per hour/(\$33,238 to \$46,530) Annually
Status: Non-Exempt
Level: B21
Opens: July 26, 2024
Closes: August 09, 2024

SUMMARY: The primary focus of this position is providing administrative support for the Community Health Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to clients and vendors and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Recognizes and is sensitive to the cultural dimension inherent in working for LTBB of Odawa Indians. Must be culturally competent and/or willing to learn.
- Providing support to Community Health Manager and staff, assisting in daily office needs and managing our program's general administrative activities. These include but are not limited to:
 - Be the first contact with Citizens by answering the phones in a professional and courteous manner.
 - Work closely with the Community Health manager to keep projects and tasks on track.
 - Coordinate and arrange meetings (in person and via Zoom), reserve and prepare facilities, record and transcribe minutes of meetings. Send out meeting minutes and task list after each meeting.
 - Ensure that timesheets and PARS are completed on time.
 - Compose and type routine correspondence. Read and route incoming mail.
 - Order and maintain supplies and arrange for equipment.
 - Use Abilia and Microix systems to create purchase orders and budget reports.
 - Manage program inventory and storage.
 - Create program flyers and other graphics as needed.
 - Manage incoming and outgoing mail for Community Health.
- Work collaboratively with other staff and departments to meet grant requirements.
- Participate in conferences, in-services and training to improve and maintain job skills. Must be able to travel as needed within and outside the local service area.
- Cross train with Community Health Navigator position to cover duties as necessary.

- Assist with purchasing and travel planning for the Community Health program.
- Assist with the planning, implementation and tear down of community health events.
- Other duties within scope of work as assigned.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D. required. One year of college coursework completed in a health or office administration related field required (24 credits completed successfully) Associate's degree in a related field preferred. Two years experience in an administrative support role required. A combination of experience and education *may* be considered.

KNOWLEDGE, SKILLS AND ABILITIES: Must have excellent customer service skills. Must be able to maintain confidentiality. Must be dedicated to a team environment and maintain positive relationships within that team. Must be able to work on many different facets of the job within the same day. Must possess strong computer skills with experience in Microsoft Office Suite. Must have excellent program management, interpersonal, and communication skills. Must be able to function autonomously and contribute to the overall direction and success of the program. Must possess excellent written, verbal, interpersonal communication skills; must possess problem solving and good organizational skills. Experience with some graphic design preferred or a willingness to learn this skill.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have valid Driver's license, reliable transportation, and be insurable for duration of employment.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Individual must have a positive job history with former employers, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting.