



**THE COQUILLE INDIAN TRIBE
CLOSES APRIL 16, 2018 AT 5:00 PM**

Complete application packet should comprise of:

- Cover Letter
- Coquille Tribe Employment Application
- Resume
- Unofficial Copy of College Transcripts, if applicable

Job Title: ADMINISTRATIVE ASSISTANT
Department: Community Health Center
Reports to: Health & Human Services Administrator
FLSA Status: Full-Time Non-Exempt
Salary Grade: \$19.95 hr to \$25.94 hr, DOE
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Health Administrator, provide grants management for the Community Health Center and administrative support for the Community Health Center (CHC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direct supervision to Executive Secretary to include but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction and conducts disciplinary measures as necessary.
2. Provide executive level administrative support for Community Health Center's leadership team.
3. Monitor all CHC grants and contracts in conjunction with the appropriate program manager.
4. Assure that all annual and progress reports are submitted to the appropriate funding agencies for all CHC grants and contracts, in coordination with the Tribal Budget and Grant Compliance Specialist. Work with the appropriate program manager to complete required grant reports in a timely manner.
5. Maintain filing system; including paperless record management, for all correspondence, grants, contracts, etc. for CITCHC Administration.
6. Maintain the CITCHC Policy and Procedure Manual, assure that written and digital copies are current, distribute new and revised policies and annual updates to staff.
7. Provide Administrative support for the Health Advisory Board, Tribal Council Workshops, Quality Improvement Committee, and other meetings as directed.
8. Maintain and update Community Health Center's Coquilletribe.org online content online calendar and social media communication including but not limited to activities, events, meetings and documents on My Tribe website and Facebook.

9. Assist with travel arrangements for Community Health Center staff, and delegate, as appropriate to the Executive Secretary
10. Coordinate and organize staff meetings/training for CHC.
11. Prepare cash receipts for Community Health Center.
12. Provide coverage for designated tasks in the case of the absence of the Executive Secretary.
13. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the Health Center vehicles, employee owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to proof read documents and working knowledge of technical report writing.
4. Working knowledge of paperless record retention system.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Working knowledge of accounting principles.
7. Ability to make decisions independently in accordance with established policy and procedures.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to negotiate and monitor contracts for services in accordance with The Tribe's Fiscal Ordinance.
10. Ability to work with mathematical concepts such as basic arithmetic.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization
12. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
13. Ability to exercise excellent organization, time management, analytical and problem solving skills.

MINIMUM QUALIFICATIONS

- A. Associate degree in a related field required with a minimum of 5 years of administrative assistant experience OR an equivalent combination of education and administrative assistant experience required.
- B. Record management experience required with proven skill in paperless systems for document retention and retrieval.

- C. Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required.
- D. Extensive knowledge of Microsoft Office products required.
- E. Supervisory experience required.
- F. Must have proven track record as a team player.
- G. Preference given for work experience in tribal government accounting or grant management.
- H. Technical report writing skill is desired.
- I. Cash handling or accounts receivable experience a plus.
- J. Familiarity with grant management and Federal regulations pertaining to grant administration is preferred.
- K. Local travel is frequently required, travel outside the local area may be required occasionally.
- L. Knowledge of Indian Health Service and Bureau of Indian Affairs programs a plus.
- M. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.

Visit www.coquilletribe.org for an application

Or

Contact HR at 541-756-0904.

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459