

ADMINISTRATIVE ASSISTANT – TRENTON COMMUNITY CLINIC JOB SUMMARY

Purpose

The Administrative Assistant will be responsible for administratively supporting the Clinic Director in a variety of administrative functions related to the COVID-19 pandemic. This position will be full-time, Monday – Friday, 8:00 AM to 4:30 PM. This role has been created as a result of the COVID pandemic.

Responsibilities

- Promotes an organizational culture that embraces the values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Preparing agendas, minutes, communication to staff and/or committee regarding COVID-19 related meetings
- Assisting in planning, organization and supporting COVID-19 related testing events and programs such as COVID testing and vaccination events
- Organizing, tracking and reporting data in regards to COVID funding and budget updates
- Assisting with other COVID-19 events with other Clinic programs such as Title VI
- Oversee PPE supplies, inventory and communication efforts with other staff who order such supplies
- Research the allowed costs for COVID funding and provide updates and/or ideas to the Clinic Director
- Reply to the ND Department of Health for positive COVID-19 cases reported from the Trenton Community Clinic
- Communicate with staff regarding the use of COVID log time for budgeting purposes
- Submit COVID testing result summary to IHS on a daily/weekly basis
- Update COVID Policies and Procedures Handbook as needed
- Filing COVID related communications, documentations and reports accordingly
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes clinic resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Maintaining medical reception area and lobby, in a manner that is organized and neat
- Participates in scheduled department meetings and clinical meetings as required and requested
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

Physical Demands

- Regularly required to stand, talk and hear
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms.
- Fine motor skills
- Visual acuity

Qualifications

- High school diploma and/or GED equivalent; post-secondary degree preferred
- Valid driver's license with acceptable motor vehicle record
- 2+ years administrative assistant experience or similar experience
- Proficient with using standard office equipment
- Proficient with Microsoft Office products including Word, PowerPoint and Excel

- Excellent interpersonal, communication and organizational skills
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

Application Details

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at lacey.hippe@mytisa.org.